

# SWAN HILLS SCHOOL

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Together We Can: Together We Will

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## SWAN HILLS SCHOOL EMERGENCY ACTION PLAN

Given that there is an element of risk in all physical activities, an encounter with an injury is very possible. Recognizing this fact, Swan Hills School has established this plan of action for dealing with an injury when it occurs. The key to the Emergency Action Plan is getting professional care to the injured student as quickly as possible and managing the situation until medical personnel arrives. This plan has been adapted from the Safety Guidelines for Physical Activity in Alberta Schools.

### All staff needs to know the following information:

1. Location and access to the first aid kit
2. Location and access to a phone
3. Phone number of ambulance and hospital
4. Directions, phone number and access routes to facility
5. Directions and best access routes to hospital
6. The whereabouts of a suitable and available means of transportation

### When an injury occurs:

1. Initially, when coming in contact with the injured student, take control and assess the situation. Exercise universal precautions related to blood/body fluids.
2. Keep in mind the following:
  - DO NOT MOVE THE INJURED STUDENT.
  - IF A STUDENT CANNOT MOVE BY HIMSELF/HERSELF, DO NOT MOVE THE BODY PARTS FOR HIM/HER.
3. Instruct any bystanders to leave the injured student alone.
4. Do not remove the student's equipment unless emergency treatment is required. Eg. CPR or artificial respiration.
5. Assess the injury. Evaluate the severity of the injury and decide if further assistance is required. **An ambulance is required when the student is unconscious and does not wake up, is unconscious and not breathing, is conscience but cannot move or obvious severe injury like protruding bones or excessive blood loss.**
6. If an ambulance is not needed, then decide what action is to be taken to remove the injured student from the playing surface.
7. If an ambulance is required:
  - a) Request assistance from another person
  - b) Have this person call an ambulance with the following information: the nature of the injury, the precise location, and the phone number of your location.
  - c) Report back to confirm that the call has been made and give estimated time of ambulance arrival.
  - d) Have one person go to the access entrance and wait for the ambulance.
8. Once the call has been placed, observe the injured student carefully for any changes in condition and try to reassure the injured student until professional help arrives.
9. Do not provide the injured student with food or drink, unless otherwise indicated by the situation. Eg. Diabetes, hypothermia and dehydration.
10. Stay calm. Speak reassuringly.
11. When ambulance attendants arrive, describe what happened and what has been done. Inform them about any related medical problems or past injuries of the student, if known.
12. The teacher/coach should designate an adult to accompany the injured student to the hospital to help reassure him/her and provide the relevant medical history and injury circumstances to the physician.
13. The parent/guardian of the injured student must be contacted as soon as possible after the injury.
14. Complete an accident/incident report and file with appropriate board official and school administrator.