

## Emergency Accident procedures (EAP)

In the case of **any** and all accidents **stop all class activity** if there is not adequate supervision (i.e. another coach on the floor). Determine level of accident/injury before continuing the class.

The first aid kit is located next to the bathrooms behind the coach's desk wall.

Above all keep a calm and in charge demeanor.

Fill out Incident report immediately.

During all hours of operation, health/fitness facilities need to have a manager-on-duty (MOD) who has the overall responsibility to carry out the EAP properly in the event of a medical emergency. Once upon the scene, the MOD should make certain that all staff members (e.g., first responder, communications, and crowd control) are performing their jobs properly, assist where necessary, and direct the overall situation. In addition, the MOD should make sure that what is communicated to the injured party is appropriate such as:

1. Express sympathy, but do not admit to any fault. Do not say "It is all our/my fault."
2. Do not make any promises. Do not say "Our/my insurance will pay for everything."

What is said to an injured party is important because he/she may rely upon any statements and/or promises made at the time of the medical emergency and include them in his/her claim or lawsuit, which may increase liability for the health/fitness facility.

### **Level 1: Minor**

Example - Box Jump, Scraped Shin; Torn hands from pull ups

These are injuries, which in the normal course of events will not hamper the athlete's ability to continue prior activities. They should be recognized and recorded as follows in the event that the seriousness of the injury is misunderstood, or complications develop. The injury will be written up in an incident report.

Ask the following questions:

Is client is okay?

Yes: make sure they are really okay and pride is not getting in the way

No: check for visual signs of injury

Are they in pain?

Yes: where and how much pain (1 least - 10 most ever)

No: next question

Are they bleeding?

Yes: Get and use antiseptic wipes and band aids from first aid kit. Athlete may be able to do this

themselves.

No: Double check. Do they need other aid?

Can they continue?

Yes: disinfect any equipment if there was blood using lysol wipes. Make sure area and athlete is clean before continuing.

No: See level 2

### **Level 2: Moderate**

Example - Twisted ankle, minor pain, pulled muscle, cramping

These are injuries, which in the normal course of events may hamper the athlete's ability to continue prior activities. They should be recognized and recorded as follows in the event that the seriousness of the injury is misunderstood, or complications develop. The injury will be written up in an incident report.

Is client is okay?

Yes: make sure they are really okay and pride is not getting in the way

No: check for visual signs of injury

Are they in pain?

Yes: where and how much pain (1 least - 10 most ever)

No: next question

Are they bleeding?

Yes: Get and use antiseptic wipes and band aids from first aid kit. Athlete may be able to do this themselves.

No: Double check. Do they need other aid?

Can they continue?

Yes: disinfect any equipment if there was blood using lysol wipes. Make sure area and athlete is clean before continuing.

No: What is the nature of the injury? Joint or muscle? Can they place weight on it?

Is there swelling?

Yes: Get Cold pack from first aid and ace bandage, Ice and wrap injury to limit movement (i.e. sprained ankle/wrist/knee)

No: Next question

Can they walk?

Yes: Ask if they would like to stay and rest before leaving.

No: Ask who to call to pick them up

Can they Drive?

Yes: make sure they are clear headed

No: Ask who to call to pick them up

### **Level 3: Serious**

Example - Muscle tear, dislocation

Serious injuries are injuries which are not life threatening, but which may require medical attention. If, in the opinion of the responsible coach and the athlete, medical attention is required; the athlete should not continue training/working out. The Athlete will be removed from activity. If needed an emergency contact, the parent or guardian is notified. The athlete will be advised to seek medical attention as necessary. The injury will be written up in an incident report.

Is client is okay?

Yes: make sure they are really okay and pride is not getting in the way

No: check for visual signs of injury

Are they in pain?

Yes: where and how much pain (1 least - 10 most ever)

No: next question

Are they bleeding?

Yes: Get and use antiseptic wipes and band aids from first aid kit. Athlete may be able to do this themselves.

No: Double check. Do they need other aid?

Can they continue?

Yes: disinfect any equipment if there was blood using lysol wipes. Make sure area and athlete is clean before continuing.

No: What is the nature of the injury? Joint or muscle? Can they place weight on it?

Is there swelling?

Yes: Get Cold pak from first aid and ace bandage, Ice and wrap injury to limit movement (i.e. sprained ankle/wrist/knee)

No: Next question

Can they walk?

Yes: Ask if they would like to stay and rest before leaving.

No: Ask who to call to pick them up

Can they Drive?

Yes: make sure they are clear headed

No: Ask who to call to pick them up

Is the injury severe enough that it needs an ambulance?

Yes: Call 911, do not move athlete or let them move

No: Are you really really sure? Offer to call an ambulance at least 3 times.

#### **Level 4: Immediate attention required or Unconscious**

Example - Extreme pain, broken bones, Unconscious

If, in the opinion of the responsible coach, the injury is life threatening, the coach will immediately call 911, followed by a call to the athlete's emergency contact, parents or guardians. The coach will stay with the injured athlete until the paramedics arrive, and their treatment of the athlete is completed. The injury will then be written up an incident report. In the case of a life threatening injury, the General Manager should be notified as soon as possible by phone call.

CALL 911 IMMEDIATELY

Have a coach or member wait outside door for ambulance

Do they need CPR?

Yes: start CPR, Follow CPR guidelines

Is the Athlete conscience ?

Yes: Can they respond to you? Is speech clear? Keep a calm and assuring speech and body language. Do not move them, let them know that an ambulance has been called and they need to remain calm and still.

No: Stay with athlete

Are they bleeding?

Yes: Apply compression to area to stop bleeding if needed.

The head coach or trainer on the floor will make a determination of the best course of action regarding the patient's health and safety.

An appropriate accident/incident report must be completed and filed with the General Manager.

These reports are for record keeping and verification.

Individuals requiring medical attention must defray their own expenses