

Injury Protocol

Notre Dame Collegiate and Holy Spirit Academy

In the event of an emergency the CHARGE person will inform the CALL person to contact 9-1-1. First Aid kits for emergencies will be located at the scorekeepers table at each location. There is an Athletic Therapist in the gymnasium at Notre Dame Collegiate and an Emergency First Aid personnel at Holy Spirit Academy. If emergency medical personnel are required dial 9-1-1.

When an injury occurs:

1. Initially, when encountering the injured student athlete, 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 athlete.
 - a. If a student athlete **cannot** move by him/herself, **do not** move the body part for him/her.
3. Instruct any bystanders to leave the injured student alone.
4. Do not remove the student athlete's equipment unless emergency treatment is required e.g. CPR or artificial respiration. If an **AED** is required, it can be found at the front of the school near the entrance on the left side as you would be exiting the building.
5. If an **EPI PEN** or **Naloxone** is required, it will be in the gym office drawer of desk.
6. Assess the injury; evaluate the severity of the injury and decide if further assistance is required.
7. If an **ambulance is not needed**, then decide what action is to be taken to remove the injured student athlete from the playing surface.
8. If an **ambulance is required**: request assistance from another person by having this person call an ambulance with all relevant information (nature of emergency, precise location, telephone number of location) and have them report back to you with estimated time of arrival, then send them to the access entrance to wait for the ambulance.
9. Once the call has been placed, observe the injured student athlete carefully for any change in condition and try to reassure the injured student until professional help arrives (blankets are located by the first aid kit to help reduce the chance of shock)
10. Do not provide the injured student athlete with food or drink, unless otherwise indicated by situation e.g. diabetes, hydration...
11. Stay calm and speak reassuringly.

12. When an ambulance arrives, describe the incident and what has been done.
13. An adult should be designated to accompany the injured student athlete to the hospital to help and document steps taken to treat the injury.
14. The parent/guardian of the injured student athlete must be contacted as soon as possible after the injury.
15. Complete any necessary incident/accident reports and file them with the appropriate school administrator.