



Emergency Action Plan Kit

One of the most critical goals of the first parent meeting is to establish an emergency action plan ("EAP") and the persons responsible for implementing the EAP. Sports injuries happen at practices and games. As such, the EAP should be developed for both settings.

What is an EAP?

An EAP is an established procedure for dealing with serious injuries which occur on or near a field of play. There are four primary elements in an EAP including:

- (a) *Access to phones*: confirm either the location of the nearest pay phones or make arrangements to have cellular phone available at the field. Information about emergency numbers should be known as well.
- (b) *Access to Sites*: cards with directions to facilities should be prepared and made available for each practice and game. The specific location of the field should be known so that if medical personnel are required, they can be directed accordingly.
- (c) *Information on participants*: If a player is injured and needs to be transported to hospital it will be useful in some cases if knowledge of pre-existing medical conditions are available to medical staff e.g. In the case of a head injury where information regarding pre-existing medical conditions could not be given by the player. A player medical card with information, emergency contacts such as doctors and any known medical conditions about players should be on hand at all times. A "Player Emergency Medical Card" template is available for downloading in the Forms & Templates section on the Coaches Corner of the AYSC web site.
- (d) *Charge Person/Call Person*: Specific persons should be designated as Charge Persons and Call Persons. Alternates should be appointed as well.

The Charge Person should be the one that is most qualified in first aid and emergency procedures. This individual will:

- Know what emergency equipment is available at your facility
- Secure a controlled and calm environment
- Assess – tend to – the injured player
- Direct others until medical personnel arrive.

The Call Person will:

- Keep a record of emergency phone numbers and know the location of telephones in the facility.
- Make the telephone call for assistance.
- Guide the ambulance (if required) in and out of the facility.

A sample EAP is enclosed in Appendix "B". Where a serious injury occurs to a player, the EAP should be immediately implemented and following evacuation of the injured player, the incident should be reported to Ancaster Youth Soccer Club.

Establish who will be responsible for a team first-aid kit. This person is responsible for maintaining the first aid kit and medical records and to bring the kit and forms, as well as ice, to all practices and games. All teams should have a basic first aid kit. Ice should be on hand at all games (see section "D below").

All players are required to wear proper equipment for practices and games. This includes proper soccer shoes, shin pads, socks which completely cover the shin pads, athletic shorts (i.e. no buttons or zippers) and a proper t-shirt (i.e. no ripped or torn shirts). For games, players are expected to wear their AYSC team uniform. Players should also have a water bottle and should not be wearing any jewellery such as watches, chains, ear rings, etc.

Emergency Action Plan Checklist

Access to telephones	<ul style="list-style-type: none"><input type="checkbox"/> cell phone, battery well charged<input type="checkbox"/> Training venues<input type="checkbox"/> Home venues<input type="checkbox"/> List of emergency phone numbers (home competitions)<input type="checkbox"/> List of emergency phone numbers (away competitions)<input type="checkbox"/> Change available to make phone calls from a pay phone
Directions to access the site	<ul style="list-style-type: none"><input type="checkbox"/> Accurate directions to the site (practice)<input type="checkbox"/> Accurate directions to the site (home competitions)<input type="checkbox"/> Accurate directions to the site (away competitions)
Participant information	<ul style="list-style-type: none"><input type="checkbox"/> Player Emergency Medical Cards
Personnel Information	<ul style="list-style-type: none"><input type="checkbox"/> The person in charge is identified<input type="checkbox"/> The call person is identified<input type="checkbox"/> Alternates (charge and call persons) are identified

Steps to Follow When an Injury Occurs

Note: It is suggested that emergency situations be simulated during practice in order to familiarize coaches and players with the steps below.

Step 1: Control the environment so that no further harm occurs

- ⇒ Stop all participants
- ⇒ Protect yourself if you suspect bleeding (put on gloves)
- ⇒ If outdoors, shelter the injured participant from the elements and from an traffic

Step 2: Do a first assessment of the situation

If the participant:

- is not breathing
- does not have a pulse
- is bleeding profusely
- has impaired consciousness
- has injured the back, neck or head
- has a visible major trauma to a limb
- Can not move his/her arms or legs or has lost feeling in them.

If the participant does not show any of the signs above, proceed to Step 3

**ACTIVATE
EAP?**

Step 3: Do a second assessment of the situation

- ⇒ Gather the facts by asking the injured participant as well as anyone who witnessed the incident
- ⇒ Stay with the injured participant and try to calm him/her; your tone of voice and body language are critical
- ⇒ If possible, have the participant move himself/herself off the playing surface. DO NOT attempt to move an injured participant.

Step 4: Assess the injury

Have someone with first aid training complete an assessment of the injury and how to proceed.

If the person trained in first aid is not sure of the severity of the injury or there is no one available who has first aid training, **activate EAP**.

If the assessor is sure that the injury is minor, proceed to Step 5.

**ACTIVATE
EAP?**

Step 5: Control the return to activity

Allow the participant to return to activity after a minor injury if there is no:

- Swelling
- Deformity
- Continued Bleeding
- Reduced range of motion
- Pain when using the injured part

Step 6: Record the injury on an accident report form and inform the parents

Player Medical Information Card

Players Name:	Date of Birth:			
		day	month	year
Address:				
Telephone:	Health Card #:			
Person to contact in case of emergency:				
Parent/Guardian's Name (if under 18):				
Address:				
Home Tel:	Bus Tel:	Cell #:		
Relationship to Player:				
Family Doctor:	Tel:			
IMPORTANT				
Are you allergic to drugs, if so what?				
Do you have any allergies (i.e. bee sting, dust, etc), if so what?				
Do you suffer from any serious illnesses (please check)				
<input type="checkbox"/> Asthma <input type="checkbox"/> Diabetes <input type="checkbox"/> Epilepsy <input type="checkbox"/> Other				
If you indicated Other please provide details of the illness.				
Are you on any regular medication, if so what?				
Do you wear contact lenses?				
Other relevant information:				
Signature:	Date:			

EMERGENCY ACTION PLAN

TEAM:	
SITE:	
CHARGE PERSON:	
ALTERNATE:	
CALL PERSON:	
ALTERNATE:	

KEY PHONE NUMBERS

LOCATION OF PHONES:

PHONE NUMBERS:

DETAILS OF LOCATION:

*tape a quarter to the back of this card

When you call emergency services:

State:

1. Your name
2. "There has been a suspected (type of injury) at (location).
3. Please send an ambulance to the (location). I will meet the ambulance there."
4. Ask the projected time of arrival.
5. Give them your phone number if possible.