

Annex 15

**Emergency Action Plans
for
Interscholastic & Intramural
Athletic Events**

Farmington High School

Annex 15 – Table of Contents

Section 1	Purpose Of Annex
Section 2	Important Phone Numbers
Section 3	Responsible School Staff
Section 4	Roles In Responding To An Injured Student
Section 5	Summoning Emergency Medical Services (EMS)
Section 6	After Calling 911
Section 7	Return To Play / Practice
Section 8	Medication Administration
Section 9	Specific Emergency Response Protocols
Section 10	Review, Distribution And Rehearsal Of Plan
Section 11	Athletic Locations & Venues

SECTION 1 – PURPOSE OF ANNEX

This Annex establishes the procedures to be followed in the event a student sustains a serious injury or illness while participating in an interscholastic or intramural athletic event.

SECTION 2 – IMPORTANT PHONE NUMBERS

IN CASE OF EMERGENCIES, DIAL 911

Farmington Police Department (non-emergencies) – (860) 675-2400

Farmington Valley Health Department – (860) 352-2333

Centers for Disease Control (CDC) – (888) 246-2675

Poison Control Center – (800) 222-1222

OSHA – (800) 321-6742

Farmington High School (Main Office) – (860) 673-2514 x0

Farmington High School (Athletic Training Room) – (860) 673-2514 x6403

Farmington High School (Nurses Office) – (860) 673-2514 x3

Farmington High School (Athletics Office) – (860) 673-2514 x5

When Calling, Please Convey the Following Information:

- Your name and the phone number you are calling from (in the event a call back is needed)
- Exact location of emergency and directions (incl., street name and number, building, room number, field, best point of entry to the site, etc.)
- Names and condition of each injured/ill person
- Nature of injury/illness (e.g., head injury) and care currently being administered
- Other information as requested

Make sure you are the last person to hang up!

SECTION 3 – RESPONSIBLE SCHOOL STAFF

The employees, coaches and/or licensed athletic trainers responsible for implementing this emergency action plan, and their responsibilities are;

<i>Title / Role</i>	<i>Responsibilities Under this Plan</i>
Athletic Trainer	Primary provider of care to injured high school athletes. Duties include: prevention, evaluation, documentation, education, immediate care, referrals, coordination of care of athletic injuries and communicating with coaches, athletes and their parents.
Coach	Immediate first aid care of the injured or ill athlete if other certified/licensed personnel are not present.
Athletic Director	Immediate first aid care of the injured or ill athlete if other certified/licensed personnel are not present.

Note: All individuals in this Section must be certified in CPR and have completed a First Aid course through the American Red Cross, the American Heart Association, the Department of Public Health, any director of health or an organization using guidelines for first aid published by the American Heart Association and the American Red Cross.

SECTION 4 - ROLES IN RESPONDING TO AN INJURED STUDENT

1. If Athletic Trainer Is Present at Scene

- a. The Athletic Trainer will evaluate and treat the injured student.
- b. If the injury is life threatening, the Athletic Trainer will provide first aid while the Coach contacts 911 and begins to activate emergency medical services (EMS).
- c. The Coach/Assistant Coach will contact the Athletic Director, who will contact the Principal. The Coach also will contact the student's parents/guardians.
- d. The Coach then will assist the Athletic Trainer with first aid as needed.
- e. The Athletic Director or Site Manager will serve as crowd control. They will also ensure that EMS can access the site of the incident. If there is no Site Manager or Athletic Director present, a Coach will perform these tasks.

2. If Athletic Trainer Is Not Immediately Present at Scene

- a. The Coach will contact the Athletic Trainer and provide the appropriate first aid until the Athletic Trainer arrives.
- b. If the presenting injury is potentially life threatening (eg., seizure, spinal injury, unconscious athlete, or severe respiratory distress), the Coach will call 911 and activate the EMS protocol while the Assistant Coach or an athlete will go retrieve the Athletic Trainer and Athletic Director
- c. In case of sudden cardiac arrest, the Coach will activate the EMS protocol and begin

CPR including utilizing an AED while the Assistant Coach or an athlete retrieves the Athletic Trainer.

3. **If No Athletic Trainer Is Available**

- a. The Coach will provide first aid for all injuries.
- b. In the event of a severe or life-threatening injury, the Coach will call 911 and activate the EMS protocol and provide first aid.
- c. In the event of sudden cardiac arrest, the Coach will initiate CPR and will send the Assistant Coach or an Athlete to retrieve the AED.
- d. The Coach or Assistant Coach will contact the parents of the athlete along with the Athletic Director to let them know the situation at hand.

SECTION 5 – SUMMONING EMERGENCY MEDICAL SERVICES (EMS)

CALL 911

Students with any of the following need IMMEDIATE care:

- Deformity of a limb
- Extreme localized pain
- Injuries to the spinal column, especially when numbness or tingling is present
- Altered level of consciousness, including disorientation, dizziness, drowsiness, memory loss, unconsciousness or seizure. (This may or may not be related to a head injury)
- Repeated vomiting or diarrhea
- Unequal pupil size or fluid leaking from ears or nose (severe concussion symptoms)
- Severe bleeding
- Difficult or irregular breathing. If the student athlete has asthma, have him/her use his/her inhaler.
- An eye injury that impairs vision
- Chest pain

WHEN IN DOUBT, PLAY IT SAFE AND CALL 911

When Calling 911, Please Convey the Following Information:

- Your name and the phone number you are calling from (in the event a call-back is needed)
- Exact location of emergency and directions (incl., street name and number, building, room number, field, best point of entry to the site, etc.)
- Names and condition of each injured/ill person
- Nature of injury/illness (e.g., head injury) and care currently being administered
- Other information as requested

DO NOT HANG UP UNTIL THE DISPATCHER HANGS UP!

SECTION 6 - AFTER CALLING 911

1. After calling 911, return to the accident scene.
2. **Directing EMS to the scene**
 - a. Designate someone (e.g., Assistant Coach, player, etc.) to open the appropriate gates
 - b. Designate someone to “flag down” EMS and direct them to the area
3. **Scene/crowd control**
 - a. Limit the scene to first aid providers and move bystanders away from the area
 - b. Designate someone to help keep the team and crowd calm
 - c. Do not share any information about the student or injury with bystanders
4. **No Moving/Transporting Student**
 - a. Do NOT move an injured student unless his/her life is threatened by remaining at the current location.
 - b. Do NOT load or transport the student – this should be done only by EMS personnel.
5. **Notifying & Communicating with Parents/Guardians**
 - a. Designate a school representative to call the student’s parents/guardians directly.
 - b. If they cannot be reached, call the student’s designated emergency contact.
 - c. The Athletic Trainer will follow up with the student and the parents to see how he/she is recovering.
6. **Documenting Actions Taken**
 - a. Copies of the emergency medical forms must always be accessible either by hardcopy or in digital format.
 - b. The injury / accident form must be completed by the Coach and submitted to the Athletic Trainer. The Athletic Trainer will review the completed document and submit it to the Athletic Director. The Athletic Director will review the document and submit it to the Principal.

SECTION 7 – RETURN TO PLAY / PRACTICE

Do not let an injured student return to play or practice after an injury until he/she has been evaluated and cleared to return by a qualified healthcare professional (e.g., Athletic Trainer, physician etc.). Clearance to return to athletic participation should be in writing or through direct verbal contact with the Athletic Trainer.

SECTION 8 - MEDICATION ADMINISTRATION

No employee may administer medication to any student unless:

1. the school district has a current standing order from the student's healthcare provider for that medication on file in the Health Office, **and**
2. the employee has been trained by the school nurse to properly administer that medication to the student.

SECTION 9 – SPECIFIC EMERGENCY RESPONSE PROTOCOLS

Notes

- If a student has an individual healthcare plan, follow the procedures set forth in the plan to the extent applicable and to the extent you are qualified to do so.
- Under no circumstances may an employee exceed the scope of his or her license/certification in administering assistance to any individual (e.g, First Aid, etc.).
- Once EMTs arrive at the scene the responsibility for care and treatment go to the EMT.
- If a student is transported to the hospital, send a copy of the student's medical information with the ambulance. A staff member must accompany the student in the ambulance unless his/her parents are on site.

1. Cardiac/Respiratory Emergencies; Use of Automated External Defibrillator (AED)

- a. Signs or symptoms
 - i. Fainting
 - ii. Seizures
 - iii. Unexplained shortness of breath
 - iv. Dizziness
 - v. Extreme fatigue
 - vi. Chest pains
 - vii. Racing heart.
- b. Any student-athlete who shows signs or symptoms of sudden cardiac arrest must be removed from athletic activity immediately and referred to a licensed healthcare professional. Symptoms can occur before, during or after activity.
- c. Death or permanent brain damage can occur in just a few minutes if a student-athlete continues to practice or play after experiencing any of the symptoms above.
- d. If an athlete loses consciousness, dial 911, notify the Athletic Trainer, and secure the AED.
- e. Start chest compressions until the AED is in place.
- f. Utilize the AED on the athlete until EMS arrives.

2. Cardiopulmonary Resuscitation (CPR)

- a. If CPR is required, direct the Coach, Assistant Coach or an athlete to call the Athletic Trainer on site to let them know an AED is needed. Also call 911.
- b. Send an athlete to retrieve AED. If AED is not immediately available, the Coach should start chest compressions.
- c. Utilize the AED on the athlete until EMS arrives.

3. **Concussions**

- a. Immediately remove the athlete from play/practice and seek evaluation from the Athletic Trainer.
- b. If no Athletic Trainer is present, observe the athlete for signs and symptoms of a concussion (see below).
- c. If any signs/symptoms are reported/observed, the athlete is not to return to play/practice. If unsure, keep the athlete out!
- d. If an athlete loses consciousness, call 911 immediately.
- e. Notify the athlete's parents/guardians of the possible concussion.
- f. Notify the Athletic Trainer about the injury.
- g. A specific return to play protocol is required prior to return to unrestricted play.

SIGNS OBSERVED BY COACH:

Player appears dazed / disoriented
General confusion
Forgetful
Player seems overly emotional
(laughing, crying)
Player demonstrates balance issues
Loss of consciousness – CALL 911
Repetitive or delayed speech
Vomiting by athlete

SIGNS REPORTED BY ATHLETE:

Headache
Nausea
Balance problems/dizziness
Double/blurred vision
Sensitivity to light/noise
Feeling very fatigued
Feeling “foggy”
Concentration/memory problems
Irritability
Sadness
Feeling more emotional

4. **Anaphylaxis**

- a. Obtain the athlete's prescribed EPI-PEN and give it to the athlete for self-administration. If the athlete is unable to self-administer, a coach may do so.
- b. Dial 911 – Inform the dispatcher that you have an athlete going into anaphylactic shock.
- c. Notify the covering Athletic Trainer of the athlete's status.
- d. Notify the athlete's parents/guardians

5. **Traumatic Brain Injury**

- a. Signs and symptoms may appear within the first hours to days after a head injury:
 - i. Headache, nausea or vomiting
 - ii. Fatigue or drowsiness
 - iii. Convulsions or seizures
 - iv. Slurred speech
 - v. Dizziness or loss of balance
 - vi. Sensory problems, such as blurred vision, ringing in the ears, a bad taste in the mouth or changes in the ability to smell, sensitivity to light or sound
 - vii. Loss of consciousness
 - viii. Being dazed, confused or disoriented
 - ix. Memory or concentration problems
 - x. Dilation of one or both pupils of the eyes

- xi. Clear fluids draining from the nose or ears
- xii. Mood changes or mood swings
- xiii. Weakness or numbness in fingers and toes
- xiv. Loss of coordination
- xv. Agitation, combativeness or other unusual behavior
- b. Coaches, officials and medical staff must be able to recognize the signs and symptoms of a traumatic brain injury immediately and work to limit the damage.
- c. Notify the Athletic Trainer and call 911 immediately
- d. Contact parents/guardians

6. **Spinal Cord Injuries**

- a. If a neck or spine injury is suspected, do not move the athlete.
- b. Encourage the athlete to stay as still as possible.
- c. Check for breathing, circulation and pulse.
- d. Call the Athletic Trainer and 911.
- e. Contact parents/guardians.

7. **Heat-Related Emergencies**

- a. The Athletic Trainer will monitor the weather and check the relative humidity prior to practices in extreme heat to ensure proper protocols are followed.
- b. In hot weather, coaches should arrange practice schedules to allow for gradual heat acclimatization and practices should be modified to decrease duration and intensity.
- c. Cold water will be provided freely during practices and games, not just during designated breaks.
- d. Students showing signs and symptoms of heat illness shall be immediately removed from participation.
- e. If heat stroke is suspected (i.e., altered mental status, loss of consciousness, vomiting), the coach should call the Athletic Trainer if he/she is not present to start the cold-water immersion and activate EMS.

8. **Cold-Related Emergencies**

- a. Any student suspected of having frostbite or hypothermia should be removed from the cold immediately.
- b. He/she should be escorted indoors by a Coach, Athletic Trainer, or another athlete.
- c. Once indoors, the Athletic Trainer or Coach will evaluate the cold injury and determine the treatment needed.

9. **Lightning**

- a. Coaches should be alert to the sound of thunder or the flash of lightning. The Athletic Trainer, Athletic Director, and coaches should check* and keep an eye on the weather reports before practices and games begin, especially if there is a potential for storms.

Note: Phone apps may not be accurate and/or may be delayed. Check the National Weather Service for Hartford (860) 247-1212 or www.weather.gov)

- b. If lightning or thunder is seen/heard, all participants must move to a secure, enclosed

area. Safe locations include fully enclosed buildings with plumbing and electric and fully enclosed vehicles. Spectators should go to their vehicles and the visiting team will board their bus if possible.

For each venue, identify substantial, fully enclosed buildings with wiring and plumbing, such as the school, field house, library, or similar habitable (e.g., where people live or work) building to serve as a safe place from lightning.

Once inside, stay away from plumbing, showers, electrical equipment and corded phones. If an appropriate safe place is not available, a hard-top vehicle with the windows closed and buses are safer than open areas.

If no safe place can be found, seek out the next best option. While there is no absolutely safe place outdoors when lightning is in the area, the risk of being struck may be slightly lessened by seeking out low areas such as valleys, which are slightly less dangerous than higher elevations. In a large group of trees, spreading out with 50 feet or more between individuals will reduce the likelihood of multiple casualties caused by a single lightning strike.

- c. If the Athletic Trainer is available, he/she will monitor the lightning and the storm. When thunder is heard or lightning is reported within six miles of the outdoor event, everyone should be moved to a designated safe area.
- d. If someone is struck by lightning, enact first aid and CPR, and call 911.
- e. Activities should not resume until at least 30 minutes after the last flash of lightning is seen or a rumble of thunder is heard.

SECTION 10 – REVIEW, DISTRIBUTION AND REHEARSAL OF PLAN

This Annex must be:

- Reviewed and, if necessary, revised annually
- Rehearsed annually by those employees, coaches and licensed athletic trainers identified above
- Distributed to each of the employees, coaches and licensed athletic trainers identified above
- Posted in all athletic facilities and at all sites where interscholastic and intramural athletic events will take place, and
- Posted on the school and district website

SECTION 11 - ATHLETIC LOCATIONS & VENUES

“Away” Events

- Coaches must bring their medical kit and ice chest for offsite events, competitions and practices.
- Follow the emergency action plan for the host site.

Venue & Location: Farmington High School (10 Monteith Drive, Farmington, CT)

Athletics Held There: Baseball, Basketball, Cheerleading, Cross Country, Field Hockey, Football, Indoor Track, Lacrosse, Outdoor Track, Soccer, Softball, Tennis, Unified Sports, Volleyball, Wrestling

Equipment/Supplies & Where Located Onsite: Coaches carry medical kits for all practices and games. Coaches will have on hand/in digital format, all emergency medical information for participants from Farmington High School. One AED is located in the Concession Stand. One AED is located in the Athletic Training Room. One AED is located outside the Main Office.

Venue-Specific Procedures to follow: In case of emergency, a cell phone will be used to call 911. Either the athletic trainer, coach or assigned person will call 911. Emergency Personnel should be directed to access the closest entrance (to the injured student) at Farmington High School. A person will be assigned to meet the emergency medical vehicles at the point closest to the road and the medical emergency and direct them accordingly.

Venue & Location: Tunxis Mead Park (80 Tunxis Mead Road, Farmington)

Athletics Held There: Baseball, Crew, Soccer, Softball

Equipment/Supplies & Where Located Onsite: Coaches carry medical kits for all practices and games. Coaches will have on hand/in digital format, all emergency medical information for participants from Farmington High School. One AED is located at the Concession Stand. One AED is located outside of the public restrooms. One AED is located by the Press Box by the Baseball Field. One AED is located inside the FHS Crew Boathouse.

Venue-Specific Procedures to follow: In case of emergency, a cell phone will be used to call 911. Either the athletic trainer, coach or assigned person will call 911. Emergency Personnel should be directed to use the entrance for Tunxis Mead off of Red Oak Hill Road. A person will be assigned to meet the emergency medical vehicles at the point closest to the road and the medical emergency and direct them accordingly.

Venue & Location: Avon Old Farms Ice Rink (500 Old Farms Road, Avon)

Athletics Held There: Ice Hockey
Equipment/Supplies & Where Located Onsite: Coaches carry medical kits for all practices and games. Coaches will have on hand/in digital format, all emergency medical information for participants from Farmington High School.
Venue-Specific Procedures to follow: In case of emergency, a cell phone will be used to call 911. Either the athletic trainer, coach or assigned person will call 911. Emergency Personnel should be directed to Jennings Fairchild Rink located near the center of campus, off of Old Farms Road. A person will be assigned to meet the emergency personnel outside of the Jennings Fairchild Rink and direct the first responders accordingly. *Please alert the staff at Avon Old Farms once it is safe to do so.

Venue & Location: International Skating Center of Connecticut (1375 Hopmeadow Street, Simsbury)
Athletics Held There: Ice Hockey
Equipment/Supplies & Where Located Onsite: Coaches carry medical kits for all practices and games. Coaches will have on hand/in digital format, all emergency medical information for participants from Farmington High School.
Venue-Specific Procedures to follow: In case of emergency, a cell phone will be used to call 911. Either the athletic trainer, coach or assigned person will call 911. Emergency Personnel should be directed to the rink using the entrance off of Hopmeadow Street.. A person will be assigned to meet the emergency personnel at the main entrance and direct the first responders accordingly. *Please alert the staff at ISCC of the emergency once it is safe to do so.

Venue & Location: Miss Porter's - Pool (88 Garden Street, Farmington)
Athletics Held There: Swimming & Diving
Equipment/Supplies & Where Located Onsite: Coaches carry medical kits for all practices and games. Coaches will have on hand/in digital format, all emergency medical information for participants from Farmington High School.
Venue-Specific Procedures to follow: In case of emergency, a cell phone will be used to call 911. Either the athletic trainer, coach or assigned person will call 911. Emergency Personnel should be directed to the pool & squash building located on Garden Street. A person will be assigned to meet the emergency personnel at the entrance/parking lot and direct first responders accordingly. * Please alert the staff at Miss Porter's once it is safe to do so. One AED is located at the Front Lobby behind the desk.

Venue & Location: Irving A. Robbins (20 Wolf Pit Road, Farmington)
Athletics Held There: Baseball, Boys Tennis, Girls Tennis
Equipment/Supplies & Where Located Onsite: Coaches carry medical kits for all practices and games. Coaches will have on hand/in digital format, all emergency medical information for participants from Farmington High School.
Venue-Specific Procedures to follow: In case of emergency, a cell phone will be used to call 911. Either the athletic trainer, coach or assigned person will call 911. Emergency Personnel should be directed to tennis courts/fields located on campus. A person will be assigned to meet the emergency personnel in the parking lot nearest the field/courts where the emergency is located and direct the first responders accordingly. * Please alert the staff at Irving A. Robbins once it is safe to do so.

Venue & Location: Winding Trails (50 Winding Trails, Farmington)
Athletics Held There: Cross Country
Equipment/Supplies & Where Located Onsite: Coaches carry medical kits for all practices and games. Coaches will have on hand/in digital format, all emergency medical information for participants from Farmington High School.
Venue-Specific Procedures to follow: In case of emergency, a cell phone will be used to call 911. Either the athletic trainer, coach or assigned person will call 911. Emergency Personnel should be directed to the nearest parking lot to the emergency. A person will be assigned to meet the emergency personnel in the parking lot closest to the emergency and direct the first responders accordingly. * Please alert the staff at Winding Trails once it is safe to do so.

Venue & Location: Tunxis Golf Course (87 Town Farm Road, Farmington)
Athletics Held There: Golf
Equipment/Supplies & Where Located Onsite: Coaches carry medical kits for all practices and games. Coaches will have on hand/in digital format, all emergency medical information for participants from Farmington High School.
Venue-Specific Procedures to follow: In case of emergency, a cell phone will be used to call 911. Either the athletic trainer, coach or assigned person will call 911. Emergency Personnel should be directed to the nearest access point to the golf course where the injured student is located. A person Matt, will be assigned to meet the emergency personnel and direct the first responders accordingly. * Please alert the staff at Tunxis Golf Course once it is safe to do so.

Venue & Location: Farmington Valley Gymnastics & More (5 Northwest Drive, Plainville)
Athletics Held There: Gymnastics

Equipment/Supplies & Where Located Onsite: Coaches carry medical kits for all practices and games. Coaches will have on hand/in digital format, all emergency medical information for participants from Farmington High School.

Venue-Specific Procedures to follow: In case of emergency, a cell phone will be used to call 911. Either the athletic trainer, coach or assigned person will call 911. Emergency Personnel should be directed to the nearest parking lot to the emergency. A person will be assigned to meet the emergency personnel in the parking lot closest to the entrance of the facility and direct the first responders accordingly. * Please alert the staff at Farmington Valley Gymnastics & More once it is safe to do so.