

## RISK MANAGEMENT

### CONCUSSION MANAGEMENT PLAN

A concussion is a brain injury that may be caused by a bump, blow, or hit to the head or a blow to another part of the body where the force is transmitted to the head. All concussions and brain injuries are potentially serious and often occur without loss of consciousness. Symptoms include (but are not limited to) transient confusion, disorientation, impaired consciousness, dysfunction of memory, loss of consciousness, seizures, irritability, lethargy, vomiting, headache, dizziness, or fatigue.

A participant suspected, by an Earlham Wellness Programs staff member or Club Convener, of sustaining a concussion or head injury while participating in an Earlham Wellness Programs activity will be removed immediately from participation. This includes any club sport practice or game, Rec Sports competition, physical education and/or outdoor education programming. The individual who has been removed from participation may not return until a licensed health care provider has evaluated him/her. Written clearance on a doctor's prescription pad/letterhead, from the health care provider, is required to be turned into the Assistant Director of Wellness Programs before any activity can be resumed at Earlham.

#### **WELLNESS PROGRAMS STAFF AND CLUB SPORT CONVENER TRAINING POLICY**

It is Earlham Wellness Programs Department policy that all department student, part-time and full-time staff go through a concussion training program. Earlham Wellness Programs adult and student staff will NOT be expected to diagnose or treat a concussion. Staff are expected to remove any individual with a suspected head injury from the field of play and to enforce department policy prohibiting them from participating in any sports activity until the individual is evaluated by a qualified healthcare provider, and provides the Assistant Director of Wellness Programs with a written statement from the qualified health care provider.

All staff and Club Sport Conveners will be trained by the SafeColleges **Concussion Awareness** course. The training module will be sent to all students/staff who must complete at the start of the academic year.

## RETURN TO PLAY PROTOCOL

Resource: <http://www.sportsconcussion.com/what-is-the-return-to-play-protocol>

REHABILITATION STAGE	FUNCTIONAL EXERCISE AT EACH STAGE OF REHABILITATION	OBJECTIVE OF EACH STAGE
STAGE 1: NO ACTIVITY	Symptom limited physical and cognitive rest.	Recovery
STAGE 2: LIGHT AEROBIC EXERCISE	Walking, swimming or stationary cycling keeping exercise intensity. <70% maximum permitted heart rate. No resistance training.	Increase HR
STAGE 3: SPORT-SPECIFIC EXERCISE	Skating drills in ice hockey, running drills in soccer. No head impact activities.	Add movement
STAGE 4: NON-CONTACT TRAINING DRILLS	Progression to more complex training drills (eg: passing drills in football and ice hockey). May start progressive resistance training.	Exercise, coordination and cognitive load
STAGE 5: FULL-CONTACT PRACTICE	Following medical clearance, participate in normal training activities.	Restore confidence and assess functional skills by coaching staff
STAGE 6: RETURN TO PLAY	Normal game play.	

The student should continue to proceed to the next level if asymptomatic at the current level. Generally, each step should take 24 hours so that an athlete would take approximately 1 week to complete the protocol when symptoms do not re-occur. If any symptoms re-occur during the protocol, the student returns to the previous step after an additional 24 hours of rest and progresses accordingly.

### ATHLETIC TRAINER OR EMT COVERAGE

Because Athletic Training resources may be limited at times, it is possible that not all clubs will receive coverage. It is the responsibility of the individual clubs to be aware of and to communicate any Athletic Training or EMT requirements mandated by a National Governing Body, league, or event host to the Director of Club Sports. To ensure coverage, clubs are encouraged to request services as soon as possible. In the event of limited resources, cost sharing by the Student Life offices and the individual club may be necessary. Wellness Programs professional staff will determine approval of Athletic Training requests or Event Requests as they deem necessary. Any other club events requesting Athletic Training services will be scheduled dependent on the AT schedule and the size and scope of the event as the Wellness Programs professional staff sees fit.

## PRACTICE VISITS

The Club Sports Program Director or Club Sports Council Members will be conducting practice visits on a random and continual basis to ensure that all safety measures are met. During a practice visit, each club must be compliant with the following items or the practice will be cancelled:

- 1) All participating players are eligible to compete
  - a. Includes the completion of a waivers
- 2) Equipment and facilities appear safe – field/court/room conditions are checked for over-use or general concerns
- 3) At least one certified individual is present (if applicable; see below)
- 4) First Aid Kit is present and stocked
- 5) Emergency Contact Card is present
- 6) Injury Reports are present

First Aid Kits can be restocked through the Club Sports Office by submitting a First Aid Kit Restock Form. If an entire First Aid Kit is misplaced or damaged, Club Sports will replace one every two years per club. Outside of that, the First Aid Kit replacement is the responsibility of the club.

### **Safety Manager and Certified Members**

All Club Sports are required to have an individual certified in Adult CPR/AED, First Aid, and Bloodborne Pathogens (BBP) present at all practices, home events, and trips. Club Safety Managers are responsible for ensuring that a certified member is present and coordinate signing up for certification classes as necessary. Wellness Programs offers classes for these certifications multiple times a year. If, however, the certified member holds a certification from another location they must submit their cards to their Primary Contact for record-keeping purposes.

Failure to comply with the above Practice Visits and/or Safety Managers requirements may result in disciplinary actions for the club.

## EMERGENCY RESPONSE

### **Important Numbers:**

Fire, Ambulance .....	911
Earlham Public Safety.....	765-983-1400
Student Health Services .....	765-983-1328
Reid Hospital .....	765-983-3000
First Care .....	765-598-5700
West Side Medical Center .....	765-965-6679

### **Wellness Programs Cell Phone Contacts:**

Jason Fleenor .....	740-739-0788
Cathryn Dickman .....	765-983-1899
Jennifer Ferrell .....	765-983-1791

### **Student Life Cell Phone Contacts:**

Area Director On-Call .....	765-994-5148
Counselor On-Call .....	765-994-5147
Dean On-Call .....	765-960-5808

### **Emergency Action Plan**

An emergency action plan is a written outline detailing how Sport Club members are to respond in an emergency.

Our goal is to BE PROACTIVE, NOT REACTIVE! The Sport Club members and coaches/instructors need to take every precaution to prevent accidents and injuries, however accidents do happen. In the event of an Emergency at a Sport Club event, the Sport Club will take the following steps:

### **Action Plan Roles**

1. **Initial Responder** renders immediate first aid and controls situation, this is the individual on the team who has the highest level of medical training.
  - a. Emergencies are often charged with emotion and confusion. Someone needs to take charge. This person needs to be competent and have a sound knowledge of CPR & First Aid. The "Person in Charge" should display confidence to keep others calm and collected.
2. **Call Person** is the individual appointed by the initial responder to call Public Safety or 911. (dependent on location of the Sport Club event)
3. **Sport Club Conveners or designee in absence** will aid in crowd control and provide a completed incident report to the Director of Club Sports within 24 hours of returning to campus or within 24 hours of the incident if on campus.

### **During a Sport Club Event**

#### **Life Threatening Medical Emergency**

1. In the event of a medical emergency or injury, the **Initial Responder** will give immediate first aid while assigning a **Call Person**. Do not move a seriously injured person unless there is a life-threatening situation. (For on-campus emergencies our Public Safety response time is minimal. For off campus events the response time may be a little longer but remember, it is in your best interest to wait for a higher standard of care so the patient is only moved one time.)
2. When instructed by the **Initial Responder**, if on-campus the **Call Person** will contact Public Safety by dialing 1400 from any College phone or 765-983-1400 from a cell phone. Please note there is a Campus blue intercom phone in between CVPA and Runyan Center. If the incident occurs off-campus please call 911 for dispatch. While on the phone, give your name, location, telephone number and as much information as possible regarding the nature of the illness or injury, whether the victim is conscious, etc. Public safety will automatically have an ambulance respond along with their response, to ensure timeliness. Do not hang up the phone until all information is rendered.
3. The **Call Person** is also responsible for meeting Public safety to direct them to the emergency.
4. **Sport Club Conveners or Designee** is to aid the **Initial Responder** in what is needed. (i.e. patient care and crowd control)
5. A **Sport Club Convener** will call the Director of club Sports at 740-739-0788 as soon as possible. If a voice message is received please leave a detailed message including: the name(s) of injured participant(s) and a number, description of the incident, what hospital the participant will be located in and a phone number where you can be reached.
6. A **Sport Club Convener** is to complete an Incident Report Form and submit it to the Director of Club Sports within 24 hours of returning to campus or within 24 hours of the incident if on campus.

#### **Non Life-Threatening Moderately Serious Injuries**

1. If the injury is not life threatening but the injured party cannot walk (i.e. an ankle or knee injury, suspected broken bones), the **Initial Responder** will give immediate first aid while assigning a **Call Person**.
2. If on-campus, the call person will dial 1400, allowing Public safety to determine whether Emergency Medical Services (EMS) should be activated or not. The **Initial Responder** should continue first aid until Public safety arrives. Public Safety will help arrange transportation to hospital if necessary.
3. If off-campus, be sure to recommend the injured party seek further medical attention, and coordinate transportation.
4. A **Sport Club Convener** is to complete an Incident Report Form and submit it to the Director of Club Sports within 24 hours of returning to campus or within 24 hours of the incident if on campus.

### **Non Life-Threatening Less Serious Injuries**

1. If the injury is not life threatening and the injured party can walk on their own, the **Initial Responder** will give immediate first aid.
2. If, in the opinion of the **Initial Responder**, the injured person should seek further medical attention (even though the injured person may not), an Incident Form must be completed and submitted to the Director of Club Sports.
3. If the **Initial Responder** determines that the injury is not serious enough to warrant further medical attention, it must be logged on the Minor Injury Log.

**Note:** If the injured party refuses assistance or transportation to medical help, be sure to note this on the Incident Report Form. The injured person must sign the form indicating their release of liability.

### **During Travel To and From a Sport Club Event**

#### **Life Threatening Medical Emergency**

1. In the event of a medical emergency or injury during travel, the **Initial Responder** will give immediate first aid while assigning a **Call Person**. Do not move a seriously injured person unless there is a life-threatening situation.
2. When instructed by the **Initial Responder**, the **Call Person** will contact Emergency Medical Services (EMS) 911. While on the phone, give your name, location, telephone number and as much information as possible regarding the nature of the illness or injury, whether the victim is conscious, etc. Do not hang up the phone until all information is rendered.
3. The **Call Person** is also responsible for watching for EMS to arrive and direct them to the emergency.
4. **Sport Club Conveners or Designee** is to aid the **Initial Responder** in what is needed. (i.e. patient care and crowd control).
5. A **Sport Club Convener** will call the Director of club Sports at 740-739-0788 as soon as possible. If a voice message is received please leave a detailed message including: description of the incident, the name(s) of injured participant(s) and a number, what hospital they will be located and a phone number where you can be reached.
6. A **Sport Club Convener** is to complete an Incident Report Form and submit it to the Director of Club Sports within 24 hours of returning to campus or within 24 hours of the incident if on campus.

#### **Non Life-Threatening Injuries**

1. If an injury that is not life threatening occurs during travel, the **initial responder** will give immediate first aid while assigning a **call person** if further medical attention is needed.
2. When instructed by the **initial responder** the call person will contact EMS 911. The initial responder should continue first aid until EMS arrives.
3. Recommend the injured party seek further medical attention, and coordinate transportation.
4. A **Sport Club Convener** is to complete an Incident Report Form and submit it to the Director of Club Sports within 24 hours of returning to campus or within 24 hours of the incident if on campus

#### **First Aid Procedures**

1. Gloves must be worn when dealing with any injury where blood and or body fluids are present.
2. If you experience direct contact with another person's body fluids, wash immediately and report the incident to the Director of Club Sports as soon as possible.
3. Report all injuries and incidents on the Incident Report Form and hand in to Director of Club Sports within 24 hours of returning to campus or within 24 hours of the incident if on campus.
4. When completing an Injury Report, always fill out completely, as these are legal documents.
5. For insect bites and stings, inquire if the victim is allergic. For first time victims, keep them under observation for a minimum of 10 minutes and observe for any allergic reactions. If they do show signs of being allergic, call 911 immediately.

## **Blood borne Pathogens**

As a member of a Sport Club, it is possible that you may be exposed to blood borne pathogens while participating in a Sport Club event. Examples of some life threatening pathogens are HIV and hepatitis. Blood borne pathogens can be transmitted in a variety of ways through body fluids: blood, urine, vomit and feces.

“Universal Precautions” are procedures for infection control that TREATS body fluids as if they are capable of transmitting blood borne diseases. You need to be aware of the situations in which you can be infected by blood borne pathogens while treating a fellow member for first aid or just cleaning up after an injury or illness. Be sure to use a barrier before coming in contact with any body fluids. The use of latex gloves and pocket masks are essential items to protect yourself when providing care. Also, be aware of body fluid spills on floors, decks, cement and even grass areas. Be sure to use a biohazard kit when dealing with spilled fluids. After performing first aid with the presence of biohazards, be sure to place all infected material (including gloves, towels, etc.) in a biohazard bag and turn in to the Wellness Programs biohazard waste container located at the Wellness Center front desk soon as possible. Immediately wash hands and exposed areas thoroughly with soap and water, even if you used gloves.

All injuries resulting in blood exposure during a practice, instruction or competition must be treated immediately to minimize exposure to others.

## **Biohazards**

In the event of a fecal, blood, or vomit contamination, the following procedures must be followed:

- Clear and close the effected immediate area.
- Notify a Sport Club Convener.
- With gloves, remove the feces, blood, fluid or vomit and place in a sealed (tied off) biohazard bag. Dispose of bag in designated area (located at the Wellness Center front desk) as soon as possible, not in to a regular trashcan.
- Clean up the affected area with bleach and water solution or a designated powder or spray solidifier mix found in a biohazard clean up kits (found in the Athletics and Wellness Center).
- Any persons exposed to a biohazard should remove any contaminated clothing and wash thoroughly as soon as possible.

## **Incident Documentation**

A minimum of four Incident Report Forms and two Minor Incident Logs must be available at all Sport Club activities. Incident Report Forms and Minor Incident Logs are available in the Wellness Programs office. It is recommended to keep these forms in your first aid kit for easy accessibility at all events. These forms will be filled out for any incident that involves a Sport Club member, coach, advisor or visiting team involved in a Sport Clubs event. Please note, if you open your first aid kit, you should provide documentation as to what happened, the exceptions, regular athletic tapings (i.e. daily ankle wrap) and blister treatment. For a Band-Aid, a minor log should be completed.

## **Minor Incident Log**

This log should be used for any injury that occurs in a Sport Club activity that is determined not serious enough to warrant further medical attention. If the injury “could” have been serious but the participant “got lucky”, please fill out an Incident Report Form and check the near miss box. Once a minor incident log is completely full, please submit to the Director of Clubs Sports office. The remainder of minor incident logs will be handed to the Sports Club Council at the end of each semester.

## **Incident Report Form**

This form is to be used for any injury that occurs in a Sport Club event that you determine is serious enough that the injured person should seek further medical attention (even though injured person may not). This form must be submitted to the Director of Club Sports within 24 hours of returning to campus or within 24 hours of the incident if on campus.

## **Guidelines for Emergency Care to Specific Injuries or Illness**

### **Spinal Injury**

1. Check airway, breathing, and circulation. Administer CPR as needed.
2. Have a **call person** call 911 (EMS)
3. Support cervical spine positioning hands on side of head. Do not leave this position until instructed to do so by EMS crew.
4. Have someone else prevent or treat for shock while you maintain your position at the head.
5. **DO NOT ATTEMPT TO MOVE THE PATIENT** unless the athlete is in danger as a result of his/her location. (If the patient is moved, proper spine board and cervical support must be used)
6. Retrieve CPR mask and AED incase needed.
7. Reassure the patient to stay calm.

### **Compound Fracture (Open or Closed)**

1. Treat the patient for shock
2. Apply basic first aid
3. **DO NOT ATTEMPT TO REDUCE THE FRACTURE**
4. Splint, making sure the patient continues to have a distal pulse and sensation.
5. Transport the patient to the hospital.

### **Major Joint Dislocations**

1. Treat the patient for shock
2. Call for help: Public Safety, or Athletic Trainer, EMS if necessary
3. Apply basic first aid
4. **DO NOT ATTEMPT TO REDUCE THE DISLOCATION**
5. Splint, making sure the patient continues to have distal pulse and sensation.
6. Transport the patient to the hospital.

### **Heat Illness**

1. Remove the patient from the heat.
2. Remove excess clothing
3. Determine severity of the illness
4. Monitor ABC's
5. Attempt to cool the body (ice bath preferred)
6. Stay with the patient at all times
7. Cal 911 if needed.

### **Cardiac Problems**

1. Check the airways, breathing, and circulation and administer CPR as needed.
2. Activate EMS
3. Retrieve CPR mask and AED incase needed
4. Treat for shock
5. Put patient in a comfortable position

### **Any other Emergency Situation (Severe Allergic Reactions)**

1. Check the ABCs
2. Apply basic first aid
3. Prevent and/or treat for shock
4. Activate EMS
5. Retrieve CPR mask and AED in case needed

### **Guidelines during a Serious/Catastrophic On-Field Player Injury:**

1. Player and coaches should go to and remain in the bench area once medical assistance arrives.
2. Adequate lines of vision between the medical staffs and all available emergency personnel should be established and maintained.
3. Players, parents and non-authorized personnel should be kept a significant distance away from the seriously injured player or players.
4. Players or non-medical personnel should not touch, move or roll injured player.

5. Players should not try to assist a teammate who is lying on the field (i.e. removing the helmet or chin strap, or attempting to assist breathing by elevating the waist).
6. Players should not pull on an injured teammate or opponent from a pile-up.
7. Once the medical staff begins to work, on an injured player, they should be allowed to perform services without interruption or interference.
8. Players and coaches should avoid dictating medical services to the athletic trainer or emergency medical personnel or taking up their time to perform such services.

**Catastrophic Injuries Include:**

- Spinal cord injury
- Severe head/neck trauma
- Partial or complete paralysis
- Injuries resulting in severely diminishing mental capacity or other neurological injury that result in the inability to perform daily functions

## HEALTH COVERAGE

### **The Colleges' General Liability Policy**

At the Colleges discretion the policy provides protection to Conveners and members of club sports as long as they are acting within the scope of their duties. The Club Sport must be a recognized student organization and the activity involved must be approved by SOC and SCC. Coverage applies to claims brought by third parties for bodily injury or property damage. No coverage is provided for claims arising out of autos or aircraft.

### **Student Medical Insurance**

It is strongly recommended that all team members have an annual physical examination. It is further strongly recommended that all team members have medical/health insurance plan in effect. It is College Policy that all students have health insurance. Earlham College does not provide accident or medical insurance for team members and cannot be held responsible for injuries incurred during travel or participation in voluntary activities. Individuals must be made aware that they participate in club sports at their own risk. It is REQUIRED that all Club Sports participants sign a "Waiver and Release of Liability" form. A minor, anyone under age 18, must have a parent/guardian signature prior to participation.