

# Grayling High School

## **Procedure for handling and following up on accidents:**

It is of extreme importance for coaches to prepare their athletes at the beginning of the season for the possibility of injuries during the year. Point out the types of injury most likely to occur and establish an Emergency Procedure so that all coaches and involved personnel may act promptly, efficiently and correctly in the handling of injured athletes. The following steps should be taken:

1. Give appropriate first aid. (Always have first aid supplies available.)
2. Call for an ambulance if needed.
3. Notify the parents (Keep emergency numbers for athletes on hand.)
4. All injuries are to be reported to the athletic director — the next morning at the latest.
5. **Fill out, in detail, an accident report form** per Board of Education policy and turn into the athletic director's office. Accident report forms can be obtained from the athletic director's office.
6. Coaches should make a "follow-up" call with parents on all injured athletes.
7. Acknowledge all treatment and recommendations of the physicians and follow through. The doctor makes all decisions as to when an athlete may return to practice.