

Potomac School Athletic Emergency Action Plan

The Potomac School athletic department has developed a written emergency action plan that should be followed in the event of a medical emergency during athletics. All coaches should be familiar with this document and their roles and responsibility in the event of an athletic injury emergency. Any questions should be directed to the head athletic trainer, assistant athletic trainer or athletic directors.

An athletic emergency is defined as the need for Emergency Medical Services (EMS) to give further medical attention and/or transportation to an area hospital. It is important in these situations that coordination between the athletic trainers, coaches, administrators, and any other responders be effective. This guide is intended to delineate the roles and outline the protocols to be followed should an emergency occur.

Athletic Facilities : all locations are orientated as if you are entering the campus

1. **Gumtree fields:** located at the front of campus near lower school, first right after passing guard house (*EMS access to Gumtree field is the road to the right of entrance to campus, through wooden gate*)
2. **Tennis courts/Lee fields:** located front of campus, take first left after passing guard house
3. **Swimming pool** (summer only): located main campus drive on left.
4. **Chester gym:** located back of campus past pool next to track/turf field
5. **Track turf field:** located at the back of campus on left past the pool
6. **Preston gym:** located in Middle School Square, on right side of main road near bus drop off Arundel library area, enter through 6th grade hall.
7. **Softball/Tundra field:** located furthest back, to the right of Chester gym in front of the Upper School.

Situations when 9-1-1 should be called:

- **an athlete is not breathing (CPR is needed)**
- **an athlete has lost consciousness**
- **it is suspected that an athlete may have a neck or back injury ***
 - * In the case of a possible head and neck injury, the athlete will remain in the position they attain when they are injured until EMS arrives. The **exception** to this is if pulse and/or breathing is not present, then action needs to be taken to put the athlete into position to administer CPR while maintaining head/neck/body relationship during a multi-person log roll technique. **The leader should be at the head** and in control throughout the procedure.
 - In a head / neck injury, a helmet should not be removed. The facemask will be removed from the helmet to establish an airway. This will be done by one of the certified athletic trainers.
- **an athlete has an open fracture or major deformity due to fracture/dislocation**
- **an athlete is suffering from severe heat exhaustion/heat stroke****
 - ** In heat related illness **rapid cooling of athlete should be started immediately** while waiting for EMS. Remove athlete from heat and apply cold water/ice over entire body surface.
- **severe bleeding that cannot be controlled**
- **an athlete in shock or having a seizure.**
- **an athlete who has an allergic reaction that requires the use of an epi-pen**

AED information:

(Coaches should take note of where the closest AED is in relation to where they practice/play)

- All AEDs will be equipped with both adult pads and (child pads for ages 8 and under.)
- Location of each fixed AED is marked on accompanying map of campus.

AED Locations: (8 fixed AED Locations, 2 mobile AED's)

1. Athletic Trainers carry AEDs in the golf cart with them to events / training room (Mobile x2)
2. Middle School square area, next to water fountains (Preston Gym)
3. Upper School (Tundra building on 2nd floor inside front entrance near elevator (Tundra / softball field)
4. EPAC performing arts center lobby (Tundra / Softball field)
5. Flag Circle Building main hallway ground level (Gumtree fields, tennis court/Lee field)
6. Lower school hallway near library and entrance to Gumtree fields (Gumtree fields)
7. Inside front gate guard house (Tennis/Lee fields/Gumtree area)
8. Chester Gym main level hallway near water fountain (Chester gym)
9. Upper School cafeteria near elevator.

Chain of Command during an Athletic Emergency

Team Physician (if present)

Certified Athletic Trainer

School Nurse

Athletic Director

School Administrator

Head Coach

Assistant Coach

Student Athletes

The highest person in the chain of command who is present at the athletic venue will be the designated person in charge, or leader. That person is responsible for deciding whether or not to call 911, instructing others how they may be of help, and will be the person who stays with the athlete until EMS arrives.

At an away game, the host school's team physician and/or athletic trainer should be substituted in the chain of command if none of the members within Potomac's chain of command are present.

Once it has been decided that EMS should be called, the following protocol should be followed:

1. Initial first aid should be administered by the leader (highest person in chain of command), this person will be relieved by arriving medical personnel. Someone else should be instructed to call 9-1-1 and then the Potomac athletic trainers if first aid is administered by the leader.
2. The highest person in the chain of command will make the 9-1-1 call or assign someone else to make the call. EMS should be told what the emergency is, the condition of the athlete, and how to find the area on campus. **Do not hang up until you are told to by the EMS call center.** A runner (assistant coach or student) should be sent to the main entrance to meet the EMS and direct them to the injured athlete.
3. Once the EMS has been called, the school administration should be notified of the situation as soon as possible. *(Landline phones are located in all classrooms and in the reception areas of each building.)*

4. Once the injured athlete is receiving care and a medical professional is on the scene, the athlete's parents need to be notified as soon as possible by the coaching staff, athletic trainer, or athletic director. **Emergency contact information** can be found on the emergency forms that each head coach receives at the start of their season. Coaches should have these forms with them at all times. Emergency contact information is also located in the school database which the athletic trainers and administrators have access. If the athlete's parent is not present and unable to go to the hospital with their child, a Potomac School staff member should accompany the athlete along with the emergency contact form. A Potomac parent other than the athlete's parent may accompany with permission from the injured athlete's parent.
5. If EMS deemed it necessary to take the athlete to the hospital from Potomac, EMS will go to either **Virginia Hospital Center in Arlington, or INOVA Fairfax Hospital Center**. The "Leader" needs to inform the parent(s) as to which hospital EMS is taking the athlete.
6. At an away game, attain the hospital's information from the host school or EMS and communicate it to the athlete's parent(s) and Potomac School's administration.

Potomac School address:

1301 Potomac School Rd. McLean, VA 22101
 Closest main intersection is Rt.123 and Potomac School Rd.

Virginia Hospital Center

1701 N George Mason Dr.
 Arlington, VA 22205
 703-558-5000

INOVA Fairfax Hospital Center *(level 1 trauma)*

3300 Gallows Road
 Falls Church, VA 22042
 703-776-4001

Athletic Trainers/ phone #'s

Training Room O# 703-873-5541
 Precious Barnes C# 757-343-7427
 Erin Mulligan C# 843-460-5747

Athletic Director's C#

Rob Lee 571-238-1098
 Nancy Smalley 703-489-1963

Admin@potomacschool.org *(email to entire admin team)*

Head of School	John Kowalik	O: 703-749-6323
Assistant Head of School	Tim Jaeger	O: 703-749-6369
Head of Upper School	Doug McLane	O: 703-749-6327
Head of Intermediate School	Ryan Woods	O: 703-749-6391

Review of policy and Training:

An annual review of the Athletic Emergency Action Plan will take place to insure all information is up to date and accurate. Training will take place at the beginning of each athletic season with the coaching staff, athletic directors, and athletic trainers to familiarize everyone with procedures.