



Procedure for reporting accidents that occur during sports practices and games involving MIHS students.

An “accident” is any injury that requires first aid and limits play. Examples include any hit to the head or face, with or without signs of concussion, burns, twisted muscles, anything causing pain, bleeding, swelling, confusion in student, loss of consciousness, any life threatening incidents (includes anaphylactic reactions to stings, latex, or foods). Accidents that occur in the locker room (falls, etc) and are reported or witnessed also need to be reported. The athletic trainer will determine when an accident report needs to be filed.

1. During first aid training and at the MIHS Pre-Season Coaches Meeting, all coaches are taught to report all accidents. They are shown the accident report forms. Accident report forms can be downloaded from the MISD website, and put into coaches’ first aid bags in a plastic bag by the athletic trainer.
2. Coach completes accident report form before leaving the site of game, meet, or practice.
3. Coach puts accident report into Athletic Director’s mailbox at MIHS or IMS, depending on with what school team is associated. If unable to gain access to mailbox, CALL Athletic Director and leave a message about accident. Include your name and phone number, who got hurt, when, where, how, what was involved (ex: head injury, fell unconscious to floor, can’t move legs, open sore on leg bleeding profusely, etc). **BE SURE TO GET A COPY OF THE REPORT TO THE ATHLETIC DIRECTOR WITHIN 24 HOURS.**
4. Coach notifies parent of accident by phone on the day of accident.
5. Athletic Director notifies Athletic Trainer, School Nurse and Athletic/Facilities Coordinator of accident within 24 hours.
6. Athletic Director signs accident report and sends original to business office. AD puts copies of accident report in mailboxes for Athletic Trainer, School Nurse, and Athletic Secretary. These last three will communicate and follow up as needed.
7. School Nurse calls parents if appropriate, notifies teachers if needed, and files form in student’s health file.
8. Coaches at MIHS are responsible for being sure that **students with head injuries at MIHS do not practice or play until cleared to do so by a health care provider**. If the note clearing a student to play comes to the School Nurse, she will immediately notify the Athletic Trainer by email, and put a copy of the note in the Athletic Trainer’s box as well as the Athletic/Facilities Coordinator’s mailbox. Trainer and Athletics/Facilities Coordinator will do the same for the School Nurse.
9. MIHS Athletic Director, Mark Jergens-Zmuda: 206-236-3386 (office), 206-735-2725 (cell)