

Emergency Procedures

Make emergency procedures a priority item in designing a risk management program. Staff and other adults should know the plan for handling specific emergency situations, such as:

- a personal injury
- a severe storm, fire and flood
- lost or runaway young people

The plan should include these and other details:

- who is responsible for coordinating an emergency response
- accessible emergency phone numbers
- health history and permission-to-treat forms
- first aid kits
- first aid training and rehearsal

Rendering First Aid

One of greatest dilemmas one faces when presented with an emergency situation is "do I touch the person or will I get sued"? It is recommended to ask permission to assist, if able.

According to the Code of Virginia (§ 8.01-225) any person who: *In good faith, renders emergency care or assistance, without compensation, to any ill or injured person at the scene of an accident, fire, or any life-threatening emergency, or en route there from/to any hospital, medical clinic or doctor's office, shall not be liable for any civil damages for acts or omissions resulting from the rendering of such care or assistance is exempt from liability.*

First Aid Do's

- Do have a signed medical release for each young person with you (or other supervising adult) at all times.
- Do know where the nearest telephone is for placing an emergency call.
- Do provide ample water breaks for physical activity.
- Do be aware of any special medical needs, allergies, asthmatic conditions, etc. of your participants.
- Do have with you at all activities a first aid kit and check the first aid kit prior to each activity.
- Do always err on the side of caution.
- Do inform parents of injury incurred during activities.
- Do ask for a Doctor's letter approving a child's resumption of physical activity after any absence due to significant injury that required a Doctor's care.

Reporting Accidents and Incidents

- a. An Incident Report must be completed for every incident that involves professional medical attention or for which potential medical attention might be required. Reports should be completed within 24-48 hours (prompt reporting is key to recording accurate information and to help eliminate delay of medical coverage).
- b. Keep the reports on file at the parish/school and email a copy to the Office of Risk Management. Any medical cost incurred as a result of this injury may be covered under the diocesan student accident policy. Upon submittal of the incident form, parents will receive a letter with instructions for reimbursement.

These forms are located at <https://www.arlingtondiocese.org/risk-management/claim-forms/>