

VERMONT PRINCIPALS' ASSOCIATION

Policy for CPR/AED and Emergency Action Plan

CPR/AED Training for Grade 7-12 Coaches

Creation of Emergency Action Plans

1. All paid coaches of grade 7-12 interscholastic sports are required to be trained in CPR (compression only)/AED prior to beginning a coaching assignment beginning Fall 2016.
2. Coaches are required to renew this training every two years.
3. Schools may use the instructional program of their choice such as American Heart Association (www.heart.org), American Red Cross (www.redcross.org), Emergency Care & Safety Institute (www.ecsi.org), but are encouraged to use the Anyone Can Save a Life (www.anyonecansavealife.org) program to train coaches. This program is free and can be administered by any trained instructor or athletic trainer. The NFHS course on Sudden Cardiac Arrest is NOT an appropriate course.
4. Coaches will continue to be required to take the NFHS Concussion Training per VT Statute.
5. Coaches will continue to be required to take the NFHS Coaching Principals Course and the NFHS Sports First Aid course.
6. Schools are required to have written Emergency Action Plans (EAP) for after school sporting activities/venues. The "Anyone Can Save a Life" program will assist schools with the process. Each venue/location should have an individualized EAP reviewed and distributed to coaches, staff and administration each year. Schools should collaborate with their local EMS, administrators, school nurses etc. in the writing of the plan.

Rationale: All schools have emergency action planning for in school emergencies and drills. This includes fire, intruders in the building, bomb threats etc. The after school emergency plan for activities is often lacking, but is not a difficult jump to adapt what is already in place. Schools are encouraged to use their existing plans and resources to complete the Athletic Emergency Action Plans.
7. Components, templates and examples of EAP's will be provided to schools as examples.
8. Vermont has adopted the "Anyone Can Save a Life" Program to facilitate both creation of EAP's, CPR/AED training, and rehearse on-site training of EAP's. This program includes training for after school personnel, students-athletes, and event staff.

Rationale: This program will help schools bring CPR/AED Training and EAP planning/writing together. It is a "cookbook" type approach that schools can use to help them implement these plans. It is a FREE program
9. The Vermont Association of Athletic Trainers will assist any school with implementation of EAP and/or **Anyone Can Save a Life Program** with onsite visits, running training sessions etc.
10. Once the EAP is written and established, schools will distribute the plan and rehearse the plan with named members on the plan on a yearly basis.
11. See Attached for Outline and components of an EAP.

Developing & Implementing an Emergency Action Plan

Developing the Emergency Action Plan

- EAP should be developed by organizational or institutional personnel in consultation with local EMS.
- Develop an agreed-on, *written* emergency plan.
 - Blueprint for handling emergencies
 - Goal to have complete, favorable outcome in a potentially dangerous situation
 - Plan should include:
 - Roles & Responsibilities of each member of the team
 - Steps to properly activate EMS System in your area
 - Easily Understood
 - Establishes Accountability
 - Comprehensive & Practical yet flexible to adapt to any emergency situation

The Emergency Plan

- Established
- Approved
- Educate
- Rehearsed on regular basis: Table top exercise, On-site practice/rehearsal yearly
 - Revised
 - Written Document
 - Distributed to Key personnel

Emergency Team Personnel

- Athletic Trainers
- EMS Personnel
- Athletic Administrators/Event Staff
- Coaches
- Team Physician
- Captains
- School Nurse

Components should allow continuity among all members of staff and EMS team

Roles of the Team

- Immediate Care of the athlete
- Emergency Equipment Retrieval
- Activation of EMS system
- Direction of EMS to the Scene
- Peripheral: control crowd, confidentiality, notification, press, etc

Venue Location

- Separate Plan for each & every venue/location
- Practices vs Game
 - Personnel may be different for each
 - Athletes, fans, officials
- Access to Venue
 - Locked doors, fences, gates for EMS vehicle
 - Stairways, elevators
- Directions to Venue, entrance, maps, etc
- Posted/included at the site or in handbooks

Communication

- Communication Methods
 - Phone & locations, access to them: Cell phone, Radios
- When & how EMS is to be summoned?
 - Who decides? Emergency Phone Number to call?
 - Who makes the call? Information given: location, nature of problem
 - Let them hang up first
- Who will meet EMS, direct them?
- Who needs to be notified of an “event”?

Equipment & Supplies

- AED is a must have
- What special equipment is needed? AED? First Aid Kits?
- Maintenance & Upkeep of Supplies?

When the Emergency Happens:

- Who renders care to the injured person?
- Who will control the scene?
 - Imperative that only agreed upon people are allowed on the scene
 - Develop strategies to deal w/ "Good Samaritans" offering help
 - Avoid the parent/spectator "helper" coming down out of the stands
- Who notifies family member?
 - Where is emergency info kept? Emergency Information cards? Computer?

Transportation & Emergency Care Facilities

- EMS?
- Institution Vehicle?
- Parents?
- Policy for transportation
 - No coach, no friend, etc
- Who accompanies athlete to hospital?
- Where will they go?
 - Hospital, Which one?
 - Urgent Care Center
 - Local Physician

Documentation

- Athlete Emergency Information Card
- Individual Injury Evaluation
- Delineation of who is responsible for documenting the event
 - Accident Report Form? Coach, AD, witness?
- F/U documentation on evaluation of response
- Documentation of personnel training/rehearsal of EAP
- Legal Responsibility & Protection of those involved

Other Info:

- EMS practice of removing athletic equipment? Discuss, practice ahead of time
- NATA Position Statements: www.nata.org

Take Home Message

- Expect the unexpected!
- Practice in different environmental conditions
- Practice with different types of equipment & sports
- Meet with your local hospitals, local EMS, local schools, departments ahead of time