Kutztown University of PA
Athletic Department

Injury Management Procedures

When an injury occurs in the Kutztown University Athletic setting, the Athletic personnel present (ie. athletic trainers, coaches) will follow these procedures:

Injuries Requiring EMS Transportation

Injuries requiring transportation of an injured athlete by an ambulance or other emergency response vehicle to a hospital will be classified as “Serious” in nature. This means that it is likely or obvious that the athlete will need hospitalization and there is little or no time to consult a physician before taking action.

Examples:  
- cardio-pulmonary problems;
- severe bleeding;
- obvious serious fracture;
- possible serious back or neck injury;
- serious head injury; and
- thermoregulatory illness

Fortunately, this type of situation seldom occurs, but we must be ready for it if and when it does occur. It is for this reason that all coaches are required to be certified in both ARC/AH First Aid and CPR. The following is the correct “plan-of-action” to be taken by the athletic trainer or coach in charge and carried out by those he/she may ask to help.

Procedure:
1. The athletic trainer or coach in charge attends immediately to the injured athlete and evaluates the injury using standard first aid emergency actions steps. (Check-Call-Care)

2. The athletic trainer or coach then activates, or instructs someone (preferably another coach) to activate EMS. (Check-Call-Care) To do this, contact KU Public Safety, who will dispatch KU personnel to assist you with the emergency and with directing the ambulance/emergency response vehicle to the proper location. This can be done several ways: a) call 610-683-4001; b) use the emergency red phone located nearest to your location; or c) Call 911 (Berks County Emergency Services)

Note 1: If you call 911, KUPS may be delayed in responding to you to assist with your injury.

Provide the following information:
- Callers name, sport and title
- Injured athlete’s name
- Nature of the athlete’s injuries
- Location of the injured athlete (be specific)
- Transportation required (ie. ambulance)

Note 2: After activating EMS, and if during Sports Medicine’s open hours, notify a member of the Sports Medicine staff immediately of the emergency, by dialing 610-683-4085, ext 5.

3. Once EMS has been activated, the athletic trainer or coach in-charge resumes First Aid/CPR emergency actions steps. (Check-Call-Care) Continue these procedures until relieved by a member of the KU Sports Medicine staff or appropriate EMS personnel (Public Safety, Ambulance Crew, etc.)
4. Once relieved, assist in any capacity possible. A member of the KU Athletic staff should accompany the injured athlete to the hospital, if the ambulance allows. If adequate medical coverage does not exist at the event, the athletic trainer will ask the coach to designate an individual (preferably another coach) to ride with the injured athlete to the hospital as the official representative of the KU Athletic Dept.

5. Once the injured athlete is in the hands of the physician or ambulance personnel, the athletic trainer or coach in charge will see the following things are done.
   a. Make arrangements to get the injured athlete’s personal belongings to the hospital, if necessary.
   b. Check about the necessity for calling parents/guardians.
   c. Arrange for return transportation to campus from the hospital.(check with Public Safety)
   d. See that the proper Insurance Information is obtained and given to the Ambulance crew, emergency room (ER) or physician receptionist. (A list of hospital ER fax #’s is located above the fax machine in the Athletic Office, if unable to provide this information at the time the athlete departs campus)
   e. If the injury occurred during a non-traditional practice period and no member of the KU Sports Medicine staff is on-campus, contact a member of the Sports Medicine Staff at home or on their cell phone and inform them about the injury and status of the athlete as soon as possible.

**SPECIAL NOTE:**

1) If the use of an **AED (Automated External Defibrillator)** is indicated, they are located in the following places: Keystone Hall, Fieldhouse Office; Public Safety Patrol Vehicles
2) The procedures in #5 should also be followed for injuries occurring on Away trips.

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**Injuries Requiring Medical Attention But Not EMS**

Injuries that will require medical attention but are not “Serious” enough for EMS transportation will be referred to the proper physician or medical facility by one of the Sports Medicine Staff. There are many things to consider when attending to these injuries; therefore, they will be administrated on a case-by-case basis according to the needs of the individual athlete.

**Examples:**
- lacerations which require suturing (stitches);
- possible fractures;
- orthopedic injuries that should have an early medical assessment (serious sprains/strains)

**Procedure:**

1. Refer the athlete to the KU Sports Medicine staff immediately (ie. radio or transport directly to the Athletic Training Room). They will make all needed referrals.

2. If the injury occurs during a non-traditional practice period, or away contest, and no member of the KU Sports Medicine staff is available; refer the athlete directly to the Health Center and ask for advice/assistance. (Health Center Hrs: M-F 8am-8pm; S/S 12pm-8pm)
   a. Contact a member of the Sports Medicine Staff, via their home or cell phone numbers. Provide them with the necessary injury information as soon as possible.
   b. Complete an Injury Record Card and give it to the Office of Sports Medicine at your earliest opportunity.

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