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**Naas Triathlon Club – Incident Reporting Policy**

The club’s incident reporting procedure is aligned with the club’s Emergency Action Plan. While not all incidents will require the full EAP to be activated, the lead person, race director or committee members will assess which elements of the plan need to be implemented.

The EAP should be activated immediately if the injured person:

* Is not breathing
* Does not have a pulse
* Is bleeding profusely
* Has impaired consciousness
* Has injured the back, neck, or head
* Has a visible major trauma to a limb

**Roles and Responsibilities**

**Lead Person**

* Reduce the risk of further harm to the injured person by securing the area and sheltering the injured person from the elements
* Designate who is in charge of the other athletes. If nobody is available for this task, cease all activities and ensure that athletes are in a safe area.
* Protect yourself (wear gloves if in contact with body fluids such as blood)
* Assess ABCs (check that the airway is clear, breathing is present, a pulse is present, and there is no major bleeding)
* Wait by the injured person until EMS arrives and the injured person is transported
* Fill in an accident report form

**Call Person**

* Call for emergency help
* Provide all necessary information to dispatch (e.g. facility location, nature of injury, description of first aid that has been done, allergies and other medical problems for that athlete)
* Clear any traffic from the entrance/access road before ambulance arrives
* Wait by the driveway entrance to the facility to direct the ambulance when it arrives
* Call the emergency contact person listed on the injured person’s medical profile

**Steps to Follow When an Injury Occurs**

**Step1: Control the environment so that no further harm occurs**

* Stop all athletes
* Protect yourself if you suspect bleeding (put on gloves)
* If outdoors, shelter the injured athlete from the elements and from any traffic

**Step 2: Do an initial assessment of the situation. If the athlete:**

* Is not breathing

Activate EAP

* Does not have a pulse
* Is bleeding profusely
* Has impaired consciousness
* Has injured the back, neck, or head
* Has a visible major trauma to a limb
* Cannot move his or her arms or legs or has lost feeling in them

If the athlete does not show the signs above, proceed to Step 3

**Step 3: Do a second assessment of the situation**

* Gather the facts by talking to the injured athlete as well as anyone who witnessed the incident .
* Stay with the injured athlete and try to calm him or her; your tone of voice and body language are critical
* If possible, have the athlete move himself or herself to a safe place; do not attempt to move an injured athlete.

**Step 4: Assess the injury**

* Have someone with first-aid training complete an assessment of the injury

Activate EAP

and decide how to proceed.

* If the person trained in first aid is not sure of the severity of the

injury or no one present has first-aid training, activate EAP.

* If the assessor is sure the injury is minor, proceed to Step 5.

**Step 5: Control the return to activity.**

Allow an athlete to return to activity after a minor injury only if there is no:

* Swelling
* Deformity
* Continued bleeding
* Reduced range of motion
* Pain when using the injured part

**Step 6:** Record the injury on an accident report form and inform the parents/legal guardian if junior athlete was involved.