



**OTA HEALTH AND  
EMERGENCY PLAN**

# PREVENTING INJURIES

Running organized classes can prevent injuries

Always go over rules to games

Give pointers like “**keep head up while running**”

Enforce rules (no sliding, no touching equipment without permission, etc)



# STEPS TO TAKE: MINOR INJURY

One instructor attends to child

Other instructor watches class

Clean up injury/give ice pack

Give child option of sitting out until they feel better

Take child to water fountain

Notify parents at pick up

Notify OTA, fill out incident report



# STEPS TO TAKE: MAJOR INJURY

Call 911

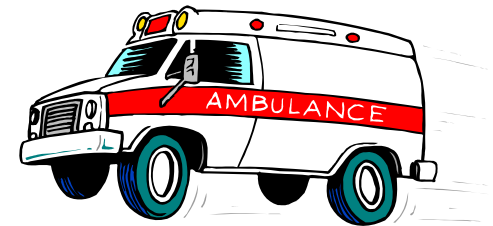
Keep child calm, keep class at other end of gym/field

Notify office that 911 is coming

Have office staff call parents

Sit with child until paramedics arrive

Notify OTA, fill out incident report



# HOW DO I KNOW IT IS AN EMERGENCY?

Always call 911 if:

- Child sustains a serious head/neck injury
- Child is not breathing
- Child loses consciousness/collapses
- A bone is protruding from child's skin

# MINOR BLEEDING

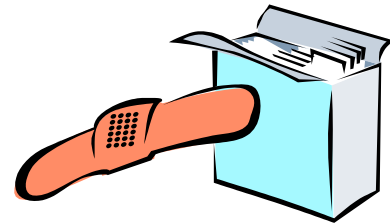
Put on gloves

Rinse the wound thoroughly with water to clean out dirt/debris

Wash with a mild soap

Cover wound with a bandage

Notify parents at pickup



# MAJOR BLEEDING

Put on gloves

Call 911 and/or child's parents immediately

Wash wound thoroughly with water

Place a sterile cloth or gauze over wound

Apply steady direct pressure until paramedics arrive



# BROKEN BONES

If the injury involves child's neck/back **DO NOT** move them

If it is an open break and bleeding, apply a sterile cloth or gauze and apply steady direct pressure until paramedics arrive

Do not wash or try to put the bone back in

Place an ice pack on injured area until paramedics arrive





# HEAD INJURIES

Things to watch for if a child injures their head:

- Won't stop crying
- Complains of head/neck pain
- Vomits repeatedly
- Difficult to keep them awake
- Isn't walking normally

If a child appears and says they are fine, just keep an eye on them and inform parents at pickup.

If a child ever loses consciousness, call 911 immediately.



# CHOKING

## Signs of choking include:

- Unable to breathe
- Gasping or wheezing
- Turns blue
- Grabs at throat and waves arms

Call 911 and start Heimlich maneuver if trained to do so

# DEHYDRATION

## Signs of dehydration:

- Dry or sticky mouth
- Few or no tears when crying
- Dry, cool skin
- Lethargy or irritability
- Fatigue or dizziness



The best way to prevent dehydration is to take many water breaks, especially in hot weather.

# **NOSEBLEEDS**

Stay calm and reassure the child

Tilt head slightly forward

Gently pinch the soft part of the nose with a clean tissue

Have child sit and relax for a few minutes

Notify parents at pickup




# SERIOUS ALLERGIC REACTION

## Signs include:

- Difficulty breathing
- Tightness in throat
- Trouble speaking
- Wheezing
- Fast heartbeat
- Skin itching or redness

Call parents or 911 immediately



# REMEMBER

Don't panic.

Notify the OTA office as soon as possible.

Be clear, straightforward and honest about how the injury happened.

Our biggest priority is to keep kids safe.

