

RECOMMENDED PROCEDURE FOR EMERGENCY AND FIRST AID CARE AT  
CO-CURRICULAR PRACTICES AND EVENTS, FIELD TRIPS, AND  
OUT OF DISTRICT EVENTS

- Step 1: The school district designated advisory personnel (coach, group advisor, administrator, etc.) will be responsible for the emergency care procedures and reporting.
- Step 2: Make an immediate assessment of the situation to determine nature, extent, and location of the illness/injury.
- Step 3: Determine course of action that will reflect both the severity of the injury/illness and the skill of the responder.
- Step 4: Proceed with emergency care:

Emergency care can be given by school personnel or contracted athletic trainers:

Notify parents regarding nature and extent of the illness/injury and care provided, and recommendations for needed follow-up medical evaluations.

Emergency care requires treatment and/or transportation beyond the scope of school personnel:

Notify parent/guardian with information and call for available EMS and/or medical care.

- Step 5: Notify district administration, as appropriate.
- Step 6: Document care and procedures followed. Document contact with parents, EMT's, ambulance providers and administration. Complete accident report form if appropriate.

LEGAL REFERENCE

- Wis. Stat. 121.02(1)(g) & Wis. Admin. Code PI 8.01(g), commonly referred to as Standard (g).

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