

**R 2431.1 EMERGENCY PROCEDURES FOR  
ATHLETIC PRACTICES AND COMPETITIONS**

A. Definitions

1. “Programs of athletic competition” means all activities sanctioned by the NJSIAA relating to competitive sports contests, games, events, or sports exhibitions involving individual pupils or teams of pupils when such events occur within or between schools within this district or with any schools outside this district. The programs of athletic competition shall include, but are not limited to, high school interscholastic athletic programs, middle school interscholastic athletic programs where school teams or squads play teams or squads from other school districts, intramural athletic programs within a school or among schools in the district, and any cheerleading program or activity in the school district.
2. “Health personnel” means the certified athletic trainer, school nurse, the school district medical inspector, the designated team doctor, a licensed physician, including physician assistant and nurse practitioner and members of the emergency medical system.
3. “Parent” means the natural parent(s) or adoptive parent(s), legal guardian(s), foster parent(s) or parent surrogate(s) of a pupil. Where parents are separated or divorced, "parent" means the person or agency who has legal custody of the pupil, as well as the natural or adoptive parent(s) of the pupil, provided such parental rights have not been terminated by a court of appropriate jurisdiction.
4. “Pupil” means a pupil enrolled in this district and a pupil enrolled in any district who is present in this district for the purpose of participating in a program of athletic competition sponsored by the Board of Education.

B. Precautions

1. All athletic coaches, must be certified in first aid to include CPR, AED, sports-related concussions and head injuries, sudden cardiac death, heat exhaustion, the identification of injured and disabled pupil athletes, and any other first aid procedures required by statute, administrative code, or by the Superintendent.

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2. Athletic coaches are responsible at all times for the supervision of pupils to whom they have been assigned. Pupils shall not be left unattended at any time.
3. Pupils who participate in athletic competition shall be trained in proper athletic procedures, in the proper use of athletic equipment, and in the proper use of protective equipment and clothing.
4. Pupil athletes shall be required to report promptly to the athletic coach any injury or disability occurring to the pupil himself/herself or to another pupil.
5. First aid kit and equipment shall be readily available at all athletic activities and shall be maintained in proper condition.
6. First aid and emergency medical procedures will utilize universal precautions in handling blood and body fluids as indicated in Policy and Regulation No. 7420 (Hygienic Management) and Regulation No. 7420.1 (Bloodborne Pathogen Exposure Control Plan).
7. Health personnel, including but not limited to, the certified athletic trainer, school/team physician, and members of the emergency medical system may be present at athletic activities and events as determined by the Superintendent or designee, or Supervisor of Athletics.

**C. Emergency Procedures**

The following procedures shall be implemented whenever a pupil athlete is injured or disabled in the course of an athletic practice or competition sponsored by this district. The coach is responsible for the pupil athlete while being cared for.

1. The athletic coach shall immediately notify the health personnel present at the activity and the health personnel shall assume responsibility for the emergency treatment of the pupil.
2. If no health personnel are present, or if none can be immediately summoned to the pupil's aid, the athletic coach shall administer such first aid as may be necessary.
3. If the pupil's injury or disability requires more than routine first aid, the athletic coach shall:
  - a. Summon emergency personnel by calling 911; or
  - b. Arrange for the pupil's transportation to the nearest hospital or the office of the school district medical inspector.

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4. The athletic coach or his/her designee shall promptly notify the health personnel, Supervisor of Athletics, Building Principal, the Superintendent, and the pupil's parent(s) or legal guardian(s) of the pupil's injury or disability and the condition and location of the pupil.
5. An injured or disabled pupil who has been transported away from school premises must be accompanied by the athletic coach, a member of the athletic department, a health professional, or other responsible adult known to the athletic coach.
6. These emergency procedures shall be followed when the injured or disabled pupil is a member of a visiting team or district. In the event the visiting team has health personnel or staff members present, every effort shall be made to cooperate with the health personnel and/or staff of the district in which the pupil is enrolled.

**D. Reports**

1. The athletic coach, in cooperation with the certified athletic trainer, shall complete and file a report of every injury or disability that occurs to a pupil in the course of his/her participation in the athletic program of this district, regardless of the severity of the injury or disability. The report shall include:
  - a. The date of the incident;
  - b. The name, age, grade level, and gender of each injured or disabled pupil;
  - c. The district in which the pupil is enrolled;
  - d. The name and district of each pupil involved in the incident;
  - e. A narrative account of the incident;
  - f. A detailed description of the injury or disability;
  - g. The treatment given on school premises and the names of the health personnel, if any, who treated the pupil;
  - h. The place, if any, to which the pupil was taken and the persons who accompanied the pupil; and
  - i. A memorandum of the notice given to the pupil's parent(s) or legal guardian(s).

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2. Copies of the report shall be filed with the school nurse and the Building Principal within twenty-four hours or by the end of the next school day after the incident.
3. The Supervisor of Athletics or Building Principal shall report the incident to the Superintendent, who may report the incident to the Board.
4. A copy of each report of an incident of pupil injury or disability that occurs in the course of athletic activities shall be maintained by the athletic director, who shall analyze reports for patterns that indicate a need for revision of the district's safety and/or athletics program. The athletic director shall report the findings of his/her analysis to the Superintendent at the close of each sport season.
5. The parent(s) or legal guardian(s) of each injured or disabled pupil will be given assistance in the completion and filing of insurance claim forms when requested.

**E. Readmission to Athletic Activities**

A pupil injured or disabled in the course of an athletic activity will be permitted to participate in athletic competition only on the written permission of the pupil's personal physician, health personnel, school district medical inspector or designated team doctor, who must first examine the pupil to determine his/her fitness to participate in athletics. Notice of that determination by the health personnel, signed by the school district medical inspector or designated team doctor as appropriate, shall be given to the pupil's parent(s) or legal guardian(s). The prevention and treatment of suspected sports-related concussions and head injuries shall be in accordance with the provisions of N.J.S.A. 18A:40-41.1 et seq. and Policy and Regulation 2431.4.

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