

Jamestown Elementary School

Medical Emergency Action Plan-AED

Jamestown Elementary School has a written emergency plan that should be followed in the event of a medical emergency. All coaches should be familiar with this document and their role and responsibility in an emergency. Any questions should be directed to the head athletic director (or school administrator, in the absence of the athletic director).

An *emergency* is the need for Emergency Medical Services (EMS) to give further medical attention and/or transport an athlete to the hospital. It is important in these situations that coordination between the athletic director, coaches, administrators and student responders be effective. This guide is intended to delineate roles and outline the protocol to be followed should an emergency occur. Situations when 911 should be called are:

- - an athlete is not breathing
- - an athlete has lost consciousness
- - it is suspected that an athlete may have a neck or back injury
- - an athlete has an open fracture (bone has punctured through the skin)
- - severe heat exhaustion or suspected heat stroke
- - severe bleeding that cannot be stopped

Chain of command is as follows:

- Athletic Director
- Administrator
- Head Coach
- Assistant Coach
- Lead Custodian (on site until 8:30 PM)

The highest person in the chain of command who is present at a scene will be the designated person in charge, or leader. That person is responsible for deciding whether or not to call 911, instructing others how they may be of help and will be the person who stays with the athlete until EMS arrives.

Once it has been decided that EMS should be called, the following protocol should be followed:

1. The highest person on the chain of command will be deemed the leader, and will stay with the athlete to monitor the athlete's condition and administer necessary first aid. If possible, someone else on the chain of command should also stay and assist. The front office or an administrator should be notified that there is an emergency situation on campus.
2. The highest person on the chain of command will make the call to EMS or will designate another person to make the call. (911 from a cell phone or school phone, **you must dial an "8" first to get an outside line**) EMS should be told what the emergency is, the

condition of the athlete and how to get to where the athlete is. Also, tell EMS that someone will meet them at the closest intersection to aid in directing the ambulance. **DO NOT HANG UP UNTIL EMS HANGS UP FIRST.**

3. Phones at Jamestown School are located in the main school office, district office, music room, and other classrooms. Also, the athletic director, both the principal and superintendent, head coach and lead custodian all have cell phones.
4. The leader will send runners to all intersections between where the athlete is located and Jamestown Elementary School/venue-specific location to direct the ambulance to the athlete. The runners should stay in their positions and wave the ambulance through the proper turns to get to the athlete.
5. The leader will designate another person to attempt contact with the athlete's parents. **Emergency contact information can be found in the coach/team backpack in which coaches or athletic director** should have with them at all times. If a parent is not present, the form should accompany the athlete to the hospital. Administrators or school office staff will also have emergency contact information in the student database.
6. If transport is deemed necessary by EMS, the athlete will be taken to **Adventist Health Sonora**, 1000 Greenley Rd, Sonora, CA 95370, unless the parent requests otherwise.

Jamestown Elementary School is located at **18299 Fifth Ave., Jamestown, CA 95327.**

The closest intersection to the school is Willow Street and Fifth Ave, by the parking lot. The Highway Patrol Office is located on Fifth Ave. close to the light, and the Jamestown Fire Department is located on 4th Ave. and Willow Street.

Location of AED's

1. The AED is located in the school gymnasium.

*Coaches should take note of the closest AED to their practice and game locations.

IMPORTANT PHONE NUMBERS:

Athletic Director: Office 984-5217 ext. 3151

EMS: 911 or 8-911 if calling from a school phone

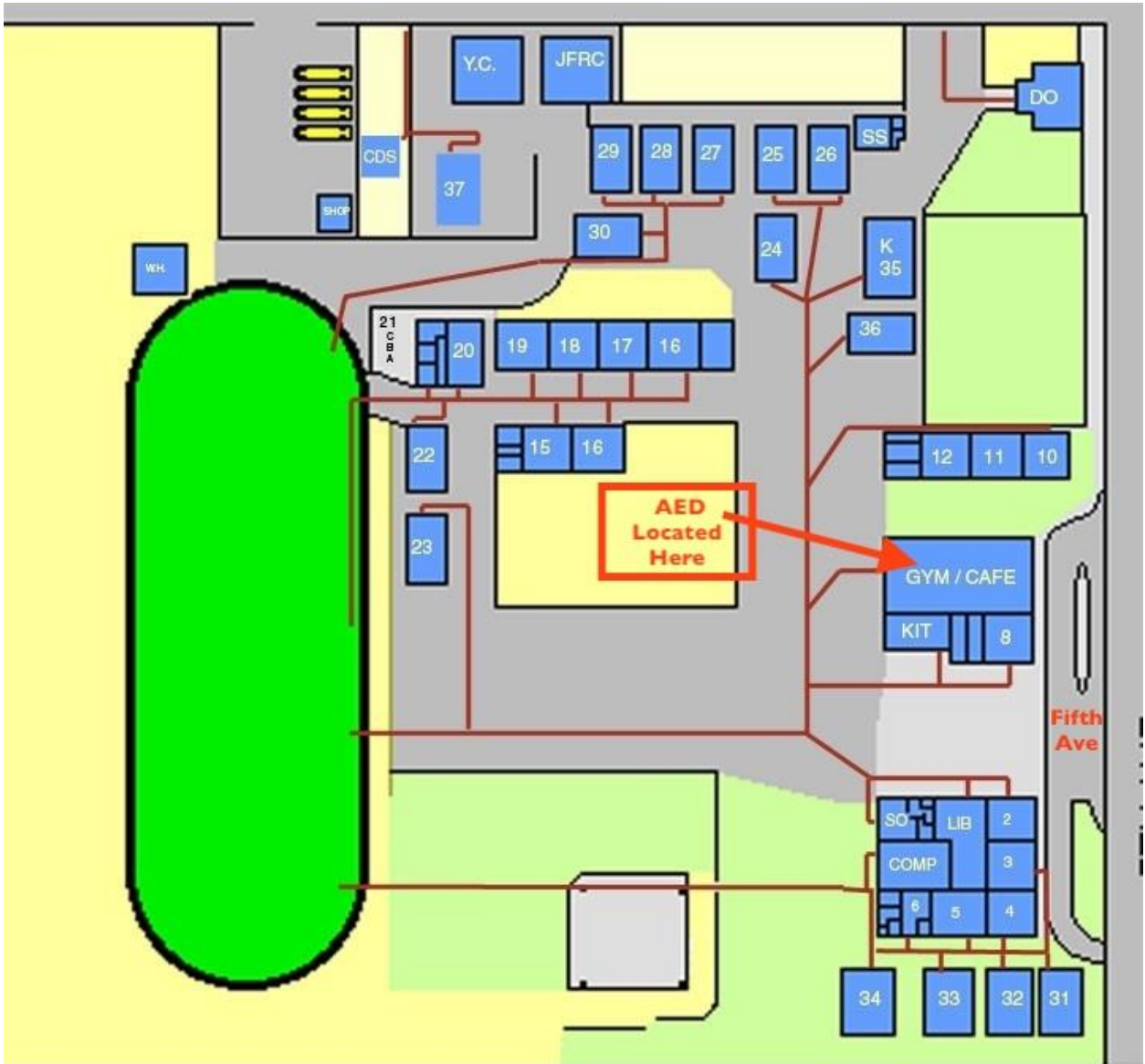
Main Office: 984-5217 ext. 3149 or 3151

Principal: 984-5217 ext. 3150

Superintendent/District Office: 984-4058 ext. 3154

Jamestown Fire Dept.: 984-5623

Jamestown School Map



Revised March 13, 2019
Cpmaster/admin/2018-19