

**CSUN SPORT CLUB  
ACCIDENT or INJURY PROCEDURES**

**MINOR INJURY** (Requiring no special or emergency help, victim is able to take care of himself/herself)

Fill out Accident Report Form

**MAJOR INJURY** (Requiring first aid or emergency/hospital assistance)

On-Campus Practice or Competition

Administer First Aid if you are qualified and able.

Get to a campus phone or pay phone - Dial Ext. 911 to access emergency services via the Campus Police Department. Note: Dialing 911 from a cell phone will connect you to the California Highway Patrol, which is not the emergency service department to which you want to connect. Dialing 2911 from a campus phone or pay phone will connect you to police services, not emergency services.

State your name, location of the accident and what is needed, i.e. ambulance service, etc.

Have someone meet emergency vehicle or police vehicle and take them to the injured person.

Fill out Accident Report in the injury/accident folder and turn in to Sport Club Coordinator the first school day following the accident.

If you are not trained in first-aid, do not attempt to move or treat the injured party. Keep the victim still, don't leave the victim alone, and send someone to contact help.

Off-Campus at a Practice or Competition:

If student trainer is on site at time of accident or injury let the trainer handle the situation.

If there is no student trainer, designate someone to make a phone call and get help i.e. ambulance service or drive the victim to the hospital. Under no circumstances should you attempt to move an unconscious victim, or a victim that may have suffered a spinal cord injury. The best action to take is to remain calm and keep the injured person still. Please note: It is imperative to be familiar with the staff at off-site practice locations and to be familiar with their emergency procedures.

Make certain you follow up with victim and have him/her seek a follow-up at the CSUN Health Center or the athlete's physician as soon as possible.

On site, fill out accident form and turn in to Sport Club Coordinator the first school day following the accident.

### **TRAVELING:**

In case of an injury accident,

Administer first aid if you are qualified and able.

Call 911, and notify the proper authorities.

Remain with the vehicle and the injured parties until the police arrive.

If you are not trained in first-aid, do not attempt to move or treat the injured party. Keep the victim still, don't leave the victim alone, and send someone to contact help. In case of an injury accident while traveling...

cont'd

If the vehicle is a rental, make sure the rental agency is notified as soon as possible.

As soon as possible notify the Sport Club Coordinator regarding the incident. In case of an emergency, on weekends or after 5:00pm contact the Sport Club Coordinator on his/her cell phone.

Fill out Accident Report in the injury/accident folder and turn in to Sport Club Coordinator the first school day following the accident.

**REMEMBER:** All Sport Club athletes should be aware of their personal medical insurance company, the policy holder's name and the policy number in case of emergencies and/or accidents. This information is required prior to treatment in many instances!