



POLICY NO. 15	POLICY TITLE: Injury Reporting
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Policy 15- Injury Reporting Policy

Purpose

This policy outlines the expectations of a coach or volunteer when a player or participant gets injured during an HCSA event. This policy establishes the process for reporting any accidents or injuries that occur during activities or games.

Scope and Application of Policy

This policy applies to all HCSA volunteers, participants and board members.

Emergency contact information

HCSA is required to maintain an updated emergency contact list for their team members throughout the season. This ensures that, in the event of an emergency or injury where parents, guardians or support staff are not available, there is a clear procedure for contacting the appropriate individual.

Coaches and managers must keep a copy of the HCSA Incident Report Form alongside the emergency contact information forms for quick access in the event of an incident.

The HCSA Incident Report Form should be completed immediately after tending to the injured individual and in no circumstance beyond 6 hours from the time of the injury.

Reporting Accidents or Injuries

In the event of an injury or accident, the coach or volunteer should first ensure the safety of the individual, alert the caregiver, guardian, parent to provide first aid as needed, and seek medical attention if required.

1. **Ensure Safety:** stop play or clear the area if needed to prevent further harm
2. **Alert caregiver or guardian:** Notify player's parent, guardian, or support person immediately
3. **Provide or arrange first aid:** Caregivers or guardians administer first aid: HCSA volunteers are not required or expected to provide medical care beyond their level of training (which is not required of our volunteers)
4. **Seek medical assistance:** if the injury is serious, call 911
5. **Document incident:** after the individual has been cared for, complete an HCSA Incident Report Form

Documentation:

The coach, volunteer, or event leader must inform HCSA's Board of Directors of the incident ASAP by email at hcsa.connect@gmail.com, with 24hours of the injury.

All injury and incident reports will be stored securely in accordance with HCSA's Privacy and Confidentiality Policy

The Board or designated safety representative may contact the injured individual or their caregiver to check on their condition and ensure follow-up procedures (e.g. concussion protocols, medical clearance) are completed before returning to play

Approved by Board, Nov 12, 2025