RESPONSE TO ACCIDENTS AND INJURIES

MINOR ACCIDENTS AND INJURIES

1. Minor injuries include minor cuts, scratches, sprains, etc.
2. Gloves must be worn at all times.
3. Perform any first aid needed. (Provide first aid only if you have been trained in proper first aid procedures. If you have not been trained, call on someone who has been trained.) Stabilize the victim or injury. Do not move the victim unless the victim is in immediate danger (fire, drowning, etc.)
4. Offer the victim ice or first aid materials as needed. (These are the only medical items staff members may offer. Any treatment above basic first aid requires a call the emergency medical personnel.)
5. Do not attempt to diagnose any medical conditions.
6. Notify appropriate personnel, via phone call and/or email, including your supervisor and/or team manager. Complete required reports as soon as possible and forward copies to the Assistant Parks and Recreation Director and County Risk Manager, via email, on the next business day.
7. Do not give out information regarding any accident report except to the Parks and Recreation Director, Assistant Parks and Recreation Director, County Risk Manager, law enforcement officers or emergency medical personnel.

MAJOR ACCIDENTS AND INJURIES

1. Gloves must be worn at all times.
2. Perform any first aid needed. (Provide first aid only if you have been trained in proper first aid procedures. If you have not been trained, call on someone who has been trained.) Stabilize the victim or injury. Do not move the victim unless the victim is in immediate danger (fire, drowning, etc.).
3. Call 911.
4. Keep crowds away from the accident area and victim.
5. Do not leave the victim unattended. Call on assistance of any citizen, if necessary.
6. If a staff member is alone with the victim, leave the victim only long enough to call 911.
7. Notify appropriate personnel, via phone call, including: your supervisor and/or team manager, the Assistant Parks and Recreation Director and the County Risk Manager.
8. Complete required reports as soon as possible and forward a copy to the Assistant Parks and Recreation Director and County Risk Manager, via email.

9. Do not give out information regarding any accident report except to the Parks and Recreation Director, Assistant Parks and Recreation Director, County Risk Manager, law enforcement officers or emergency medical personnel.

**Refusal of Assistance**

If at any time an adult refuses first aid, paramedic or other medical assistance when you believe it is necessary, complete a report stating the nature of the situation and that assistance was refused. Make sure to have the person sign the form.

**Handling Clothing or Towels Soiled with Potentially Infectious Fluids**

Follow safety procedures outlined in Bloodborne Pathogen training, provided through the County Risk Manager, or an approved, equivalent source, including:

1. Gloves must be worn at all times.
2. Put potentially infectious material into a plastic bag. This bag must be disposed of separately from other trash.
   1. Clean any areas where the material was lying with an appropriate disinfectant.
   2. Contact maintenance personnel if carpet is soiled.
   3. Dispose of used gloves in the same plastic bag as above.

**Contact Information for Emergencies**

Parks and Recreation Director: Kevin Stiens  
Cell: 864-529-2794  
Email: kevin.stiens@spartanburgparks.org

Assistant Parks and Recreation Director: Jon Woodsby  
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Marketing Manager: Kristen Guilfoos  
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Senior Project Manager: Mike Nation
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Recreation Manager: Kristie Oliver
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Park Maintenance Manager: Sean Veilleux
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Park Operations Manager: Trey Glover
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County Risk Manager: Terry Booker
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County Emergency Management Coordinator: Doug Bryson
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