**Injury Reporting**

Injury Report: injuries may occur in your classroom and it is important that you respond in an appropriate manner. It is the reasonability of the instructor to utilize their training and to respond with their best judgment as to how to handle any injury that may occur during the class.

Additionally, in assessing our program it is important that we report and track the injuries that occur. Understanding and determining the types and number of injuries that occur will help us to improve the overall quality of the PAC program. It will also help us to trend certain issues, and therefore be more preventative in our practices rather than reactive. We have a form that is consistent for most physical activity on the campus (FSF, PAC, Dixon). Please fill this form out to the best of your ability and be as comprehensive as possible. Make sure to deliver these forms to the director in a timely manner; it is reasonable to expect that if an injury occurred within a week that the form is to the director in that week. If a more serious injury occurs such as an ambulance is called to the seen of the injury, or a student becomes unconscious during your class, it is expected that you contact and inform the director within the day either through email or phone call to inform them of the injury.

Inappropriate actions to handling injury situations are:

1. Not reporting the injury at all
2. For those on the fields or Dixon, sending the students to Dixon for primary care. The instructor is the first responder and responsibility for the care administered to the participant. However, if the need arises, Dixon is available to help provide care if the injury or situation requires the need of additional responders (example 911 call).
3. Not taking a student seriously and having them continue to participate at risk to themselves or others.