If a child is injured or severely ill:

1) Administer First Aid:
   - Inform Emergency Medical Services (EMS) of allergies, medical conditions, or medications if medical release information is available.

2) Phone Parent (if life threatening, dial 911 first).
   - Stay calm, explain the facts (what happened or symptoms) but do not give your opinion of the resulting injury (I think he just sprained his ankle).
   - Ask parent if he/she wants an ambulance called, or if he/she will pickup the child.
   - If ambulance transportation is necessary, ask parent if specific medical facility is preferred. That facility will need the parent’s verbal permission to treat. Relay this information to EMS.

3) Dial 911
   - Call local Emergency Number if needed:
     - Local Fire Department ______________________________
     - Local Police Department _____________________________

4) Complete Incident Report for ALL injuries, possible injuries, & medical emergencies.
   - Take note of type of incident, date, time, conditions, people involved.
   - Call the Extension Office immediately to collaboratively complete an incident report form: Bridget Rohner at 725-4171, or Karen Robertson at 659-3209.
   - If after hours or on weekend and concerns can’t wait call Bridget 721-1646, or Aaron Esser at 659-1588.

5) If Dr. or Hospital visit involved:
   - For Accidents, give your American Income Life 4-H policy and/or serial number to the clinic or hospital.
   - File written notice of accident claim to American Income Life Insurance Company within 20 days.
   - American Income Life Company will provide a claim report to be returned to the insurance company.

If Adult is injured or severely ill:

1) If adult is unconscious, administer appropriate First Aid.

2) Phone Local Emergency Number: Dial 911
   - Stay calm, and give the following information to 911 dispatch
     “Hello, my name is ____________, I am (a volunteer, or participant) and we are located in the city of ____________, at the ________ (location ex: park). The (Adult, Coordinator, Leader) was injured or is presenting these symptoms (describe.) The phone number here is ____________.”

3) Complete Incident Report for ALL injuries, possible injuries, or medical emergencies.
   - Take note of type of incident, date, time, conditions, people involved.
   - Call the Extension Office immediately to collaboratively complete an incident report form: Bridget Rohner at 725-4171 or Karen Robertson at 659-3209.
   - If after hours or on weekend and concerns can’t wait call Bridget 721-1646. If adult covered by American Income Life Club or Special Activities insurance, see #5 above.