

ACP Youth Safety and Injury Procedure

To ensure the safety of all participants in youth events within ACP and outside. This policy should be read and understood by all youth leaders and reviewed before events and activities such as Lock-In's, weekend retreats and day trips.

A full safety packet is available in the Youth Pastor office and contains the following:

- First Aid kit
- List of emergency medical contacts
- List of parental contact numbers
- Medical guide to injuries and symptoms
- ACP Youth Safety and Injury procedure

If an injury or severe illness occur, the following procedures are to be followed:

- 1) One leader is to phone the student's parent(s)
- 2) Leaders should gather the remaining students and move away from incident. When the situation is under control the leaders should update the group.
- 3) No more than two leaders should be designated to remain with the individual.
* No students should be allowed to accompany the injured.
- 4) Only one First-Aid trained leader will be assigned as "medic" to supervise.
- 5) If the "medic" advises, one leader should locate the Emergency Medical Contact list and call the "Pompier".
- 6) One leader should take notes and write a report with the following details:
 - *What is the name of the injured or ill individual?*
 - *What happened?*
 - *When did the incident occur?*
 - *If appropriate, how long did the symptoms persist? (bleeding, vomiting, nausea)*
 - *What time were phone calls made?*
 - *When did the first responders arrive?*
 - *What measures were taken?*

This brief report should be emailed the the Youth Pastor within 24 hours and sent to:

youthpastor@acparis.org