

# STEPS TO FOLLOW IN CASE OF SERIOUS INJURY OR ILLNESS

## DEFINITION OF REPORTABLE INCIDENTS

For purposes of reporting, pursuant to procedures set forth in BSA folder No. 19-147, Report of Fatal or Serious Injury or Illness, a *serious injury or illness* is any one of the following:

- A. Any period of unconsciousness
- B. Any hospital inpatient admission
- C. Any surgical intervention other than suturing of the skin or setting of simple fractures

## STEP I: IMMEDIATE ACTION

- A. Of utmost importance is the proper care of the injured or ailing individual. Immediately contact a licensed medical practitioner to supervise the care, treatment, and/or transportation of the injured party.
- B. In cases involving lack of breathing or shortness of breath, severe bleeding, or internal poisoning, capable and trained first-aiders should apply their skills to control or assist in the immediate recovery process.
- C. Contact camp licensed medical practitioner or local licensed medical practitioner as appropriate.
- D. Alert local hospital—provide them with essential information related to injury or illness.
- E. Arrange transportation to the hospital.

## STEP II: LOCAL NOTIFICATION

- A. As quickly as possible, parents or other next of kin should be notified **by the Scout executive, camp director, or the Scout executive's or camp director's representative** about the injury or illness and what steps have been taken to aid the injured or ailing individual. This should be done by a telephone call whenever possible. Be careful not to frighten or excite parents or other next of kin, but rather to reassure them that everything possible is being done.
  - 1. Contact the family licensed medical practitioner if such is the desire of the parent or guardian and be sure that the practitioner's satisfied with the medical arrangements.
  - 2. Provide transportation, if necessary, for parents or other next of kin to the location of the injured or ailing person.
- B. In case of serious injury:
  - 1. Collect all facts, including names of witnesses.
  - 2. Notify authorities—police, sheriff, etc.
  - 3. Notify Scout executive. (The Scout executive notifies the council president and the chairman of the health and safety committee.)
- C. In case of serious illness:
  - 1. Notify health authorities if contagion is suspected. Follow their instructions.
  - 2. Notify Scout executive. (The Scout executive notifies the council president and the chairman of the health and safety committee.)

**Special Note:** If either a serious injury or illness might result in death, the camp director should obtain help as necessary from the camp chaplain or other religious leader.

Check instructions for follow-up steps as described in the folder Report of Fatal or Serious Injury or Illness, No. 19-147, using form No. 19-148, Preliminary Report of Fatal or Serious Injury or Illness, which must be filed within four days of the injury or illness.

**(Also, see the inside back cover of this booklet for steps to follow in case of fatal injury or illness.)**