



Document Number: HSC-P&P-0005 Rev. 1

P&P Rev. Date:  
January 26, 2020

Document Name: HSC Incident/Injury Report  
Procedure

## Hanover Swim Club Incident/Injury Report Procedure

The Hanover Swim Club considers the health and safety of our swimmers to be our number one priority. This means that any incident/injury that occurs while the swimmer is participating in Swim club practices or events will be addressed by our coaches and facility lifeguards. All incidents/injuries will be documented in accordance with Swim Ontario forms and kept on file with the club.

### Coaches Responsibilities

Our coaches will always do their best to ensure that the swim practice and facility is safe for our swimmers. If an injury/incident does occur, an on-deck coach will take the lead in addressing it. The coach's responsibilities include:

- Before starting practice, review the facility/pool for any hazards that may be present, and if required, address the hazard.
- Ensure the facility is setup for the safe execution of the practice plan (i.e. ensuring the flags are in before starting back stroke).
- As required, inform the head lifeguard of any activities that may require additional attention from the lifeguarding staff.
- If the coach witnesses a potential injury (i.e. a collision in the water), the coach will evaluate the swimmer and determine if there is a reportable incident/injury.
- If a swimmer informs the coach of an incident, the coach will evaluate the swimmer and determine if there is a reportable incident/injury.
- In the event of a reportable incident/injury:
  - Determine if first aid is required. If so, the lifeguard should provide first aid immediately.
  - For serious injuries, follow the emergency action plan located in the on-deck coaches' binder.
  - For potential head or neck injuries, follow the Hanover Swim Club Concussion Procedure located in the on-deck coaches' binder.
  - Review the medical information for the swimmer using the OnDeck App or medical records located in the on-deck coaches' binder.



Document Number: HSC-P&P-0005 Rev. 1

P&P Rev. Date:  
January 26, 2020

Document Name: HSC Incident/Injury Report  
Procedure

- Complete the Swim Ontario Injury Reporting Form for Activity Leaders (paper copy located in the on-deck coaches' binder), documenting as much information as possible. The report should be completed as soon as possible to ensure as much detailed information as possible is captured.
- Contact the swimmer's parent/guardian (or if required, emergency contact) and make them aware of the injury.
- Immediately after the practice or activity, the coach will then complete the online form at <https://form.jotform.com/SwimOntario/incident-and-injury-report>
- The completed Swim Ontario Injury form must be provided to the head coach, who will ensure the record is filed with the club.
- As required, follow up with the swimmer's parent/guardian when the swimmer returns to practice.

#### Parent/Guardian/Swimmer's Responsibilities

Parents/guardians of our swimmers and our swimmers themselves are responsible for informing the Hanover Swim Club of any incident/injury that occurred during a Hanover Swim Club practice or club activity. In addition, if the swimmer has an injury that did not occur with the Hanover Swim Club, this should still be communicated to our coaches to ensure it is safe for the swimmer to participate in practices or activities.