

ATHLETIC INJURY REPORT (AIR) FORM – Information and Procedures

HIGH SCHOOLS: The on-line report must be completed and submitted by the school's Athletic Director.

MIDDLE SCHOOLS: The on-line report is a two-step process. The form must be completed by a preparer and submitted by the principal (or designee).

1. **HEAD COACHES, varsity and sub-varsity**, shall have a hard copy of each athlete's eligibility paperwork available on request at all times when a team is participating in a practice or a contest. Having that information on a thumb drive will not suffice in an emergency situation when EMT or other medical personnel request to see medical history for an athlete. Head coaches may not be readily available during a JV and freshman practice or contest, therefore JV and Freshman head coaches must have paperwork copies available.
2. **HEAD COACHES**, varsity and sub-varsity, shall have hard copies of the **AIR Form** along with the eligibility paperwork at all times.
3. The **AIR Form** is required for athletes that are injured while participating in ECSD sponsored athletics while under supervision of the approved District Coach. Participation includes tryouts, practices, off season workouts, summer conditioning and contests. These forms submitted should be limited to the more serious injuries that may require outside medical care (Doctor visit, emergency room visit, etc.).
4. The Student Accident Report Form IS NOT to be used for injuries occurring during athletic participation.

PROCEDURES FOR ATHLETIC INJURY REPORT FORM:

5. When an athletic injury occurs during participation at home or away, it is the **COACH's responsibility** to fill out the **AIR Form** at the conclusion of the practice or contest, just as any teacher would do with the student accident form when an accident occurs in a classroom, PE class, or anywhere on school grounds.
6. If an injury occurs that needs a medical referral to an outside provider and the Athletic Trainer was involved, then one of the following must be done;
 - a. the Athletic Trainer portion completed by the trainer or by the coach with the trainer's input, or
 - b. a copy of the Athletic Trainer's Report can be copied and attached to the Athletic Injury Report. If a report is attached to the **AIR Form** section for trainers then the AD's should put "report attached".
7. **COACHES PLEASE SUBMIT THIS FORM TO YOUR ATHLETIC DIRECTOR NO LATER THAN THE FOLLOWING DAY.**
8. **ATHLETIC DIRECTORS PLEASE SUBMIT TO RISK MANAGEMENT DEPARTMENT NO LATER THAN 48 HOURS AFTER THE INCIDENT.**
9. **EXCEPTION to 7 and 8:** If an athlete receives outside medical care for an injury that occurred during participation without trainer referral, it is the athlete's responsibility to report that information to their coach and/or athletic trainer. At that time the **AIR Form** shall be completed and the injury verified as occurring during athletic participation while under supervision of the approved District Coach

IMPORTANT REMINDERS:

10. If an athlete is injured during athletic participation and your athletic trainer is not present, the **COACH** shall notify the trainer as soon as feasibly possible and make arrangements for the injured athlete to be evaluated by the athletic trainer.
11. Please don't forget to remind the injured athlete and/or parent that they should complete the HSR claim form and bring to the AD for review and approval. This coverage, provided by the District, assists parents with out-of-pocket medical expenses due to injuries while participating in ECSD sponsored athletics while under supervision of the approved District Coach