



1. INJURY REPORTING

The Safety Officer will review EDHLL's injury reporting procedures with managers and coaches during the preseason safety meeting (ASAP requirement #6). Incident reports provide important information about the injury/incident needed to complete an insurance claim report. They also facilitate communication between teams in a league and leagues in a district. This sharing of information enables league Safety Officers and the District Safety Officer to constantly improve and maintain the quality and effectiveness of safety programs.

EDHLL Injury Reporting



(1) 11a. What to Report

We cannot eliminate all injuries or accidents, but we can use them to identify the cause so something can be done to prevent occurrence, or at the very least, recurrence. Good judgment should be used when deciding which accidents and near misses to report for analysis. The severity of an injury is a consideration; however, it is not the only factor that should determine what incidents need to be reported. When an injury is severe enough to require professional services, the need for corrective measures is obvious. In situations where an incident occurs and the injury is minor or no injury results, filing an incident report is important because it may provide an opportunity to address a knowledge gap for players and coaches or revise league policies and procedures. Examples of incidents/accidents that require an incident report, follow-up and analysis include:

Two players going after the same fly ball collide OR a player trips and falls over a bat left on the field. Even if no one is hurt, these situations could result in serious injury. An incident report submitted to the Safety Officer will serve as a warning to managers of other teams. Corrective measures can then be taken by coaches to address field assignments, practice appropriate techniques and review the appropriate placement of equipment.

A player is injured chasing a fly ball and when the outfield is inspected, a hole is found in right field. An incident report will trigger immediate corrective action and review of other fields for safety.

Notes: Any player who is removed from play for a suspected concussion, who requires professional services for an injury, or who is out of play for 7 days or more due to an injury must present a written clearance note from a physician to the Safety Officer to return to practice or games.

(2) 11b. When to Report

All injuries or near misses must be reported to the EDHLL Safety Officer within 24 hours of the incident. If the injury occurred while playing at another league's field, the EDHLL Safety Officer should still be informed, and they will then communicate with the home league's safety officer.



EL DORADO HILLS LITTLE LEAGUE

League ID: 405-54-22

(3) 11c. How to Report

Managers are responsible for notifying the EDHLL Safety Officer of any injury or near miss via the EDHLL Injury Reporting Form. This is a Google form that collects basic information about the person involved and the incident (see Appendix L):

- Manager's name, phone number and email address.
- Incident date, time, and location.
- The injured person's age, phone number.
- Brief description of the injury (or near miss).

The EDHLL Injury Reporting Form may be accessed one of several different ways:

1. Using a mobile phone, scan the QR code found on all red first aid bins located in all EDHLL field sheds and the concession stand at Jeff Mitchell Memorial Field.
2. The QR code can also be found on injury reporting tags attached to all team first aid kits.
3. A link to the form is located on the EDHLL home page, coach's page AND on the EDHLL safety page.

The completed injury reporting form is sent directly to the Safety Officer. Within 24 hours of receiving the EDHLL Injury Reporting Form, the Safety Officer will contact the player's parent/guardian, or the adult involved, complete the Incident/Injury Tracking Report form (Appendix M), determine if further action is needed (e.g. physician's note for return to play, etc.) and communicate the results of this conversation back to the reporting manager. The Safety Officer will report the incident to the District 54 Safety Officer via the District 54 Injury Reporting form, per the district safety plan, and maintain the original Incident/Injury Tracking Report form on file. These forms are kept on file for 24 months and then destroyed per HIPPA guidelines.

If an injury/accident sustained during a Little League activity requires professional medical attention, parents/guardians of the injured player are encouraged by the Safety Officer to complete the Little League Accident Notification form (See Appendix M). This form must be completed by parents/guardians (if claimant is under 19 years of age) and a league official (the Safety Officer) and forwarded to Little League Headquarters within 20 days of the accident to activate the secondary insurance policy carried by Little League International.

(4) 11d. Use of Incident/Injury Tracking Information

The EDHLL Safety Officer provides a monthly safety report to the Board of Directors. Collective injury information is de-identified and analyzed for patterns and/or issues that require corrective measures and is then presented to the board for discussion and implementation of appropriate actions. Similarly, the District 54 Safety Officer analyzes and presents de-identified injury information collected from leagues to the District Administrator, District Staff and League Presidents at their monthly meeting for discussion and potential action/response.