

FOREWORD & ACKNOWLEDGEMENTS

Risk management is an important aspect of any organization. The fundamental principle of risk management is the identification and analysis of loss exposures, examination of risk management alternatives, selection of risk management alternatives, implementation of risk management techniques, and evaluation and improvement of the risk management program.

The risk management process is a specialized version of traditional problem solving. It involves processes of planning, organizing, leading and controlling an entity's activities in order to reduce the incidence and costs of losses. The process works best when risk management professionals are very familiar with all of an entity's activities, are involved with the planning of new activities, and are moving around the organization to further their understanding and recognition of risk. Risk management professionals can help mitigate the organization's overall losses by early involvement and ongoing participation in the entity's programs and activities.

Effective risk management generates many benefits for a public entity, the community it serves, and the economy as a whole. Risk management can reduce the cost of risk and the negative effect of losses for the entity and community. It helps prevent the waste of resources and directs resources toward more productive activities. The reduction and elimination of risk provides a profitable goal in both monetary terms and the health and safety of those involved.

The Frankfort Square Park District is indebted to the following agencies and individuals who so graciously furnished material and information for this manual:

Park District Risk Management Agency (PDRMA)
Illinois Department of Labor (IDOL)
Occupational Health and Safety Administration (OSHA)
South Suburban Risk Management Group (SSRMG)
Hazel Crest Park District
Homewood-Flossmoor Park District
Lan-Oak Park District
Lemont Park District
Park District of LaGrange
Worth Park District
Numerous articles and manuals located on the web

The Frankfort Square Park District also wishes to acknowledge the following documents used in preparing this manual:

"Risk Management" by James A. Peterson and Bruce B. Hronek
"Risk Management for Public Entities" by George L. Head and Kwok-Sze Richard Wong

Safety Policy

Safety while on the job is the responsibility of every Frankfort Square Park District employee. With proper precautions, most accidents on the job can be prevented. It is every employee's responsibility to know and comply with all health and safety policies, rules and regulations, and to act in a safe manner. Carelessness, inattention, neglect and disregard for safety rules cause accidents. Therefore, you must at all times be careful, attentive, alert, and follow proper safety procedures. The Park District will not condone any breach of safety rules or regulations by employees. You are expected to be alert for safety hazards that may exist and could affect the general public or employees of the Park District. You are also responsible for reporting any unsafe equipment or condition to your immediate supervisor immediately upon your discovery of such condition. We must all work together to achieve a safe and healthy working environment. You should make certain that you do not create safety hazards and that safety hazards are eliminated.

It is the intent of the Park District to provide a safe working environment for you and a safe leisure environment for the public using our programs, facilities, and parks. It is also the intent of the Park District to develop, implement, and administer a safety and comprehensive loss control program. In all assignments, the health and safety of all persons should be the first consideration.

You are directed to make safety a matter of continuing and mutual concern, equal in importance with all other operational considerations. You should use your best efforts to ensure that work is done in a safe manner, inspections are conducted on a regular basis, hazards are confronted and removed, and accidents are investigated as appropriate. We are confident that with your help this program will be successful and we expect your cooperation and support. Accordingly, all employees shall adhere to the following rules:

1. Horseplay and fighting will not be tolerated in the work place.
2. Possession of unauthorized firearms, alcoholic beverages, illegal drugs (including Medical Marijuana), or unauthorized medically prescribed drugs will not be tolerated in the work place.
3. Your immediate supervisor must be informed if you are required to take medication during work hours which may cause drowsiness, alter judgment, perception, or reaction time. Written medical evidence stating that the medication will not adversely affect your decision-making or physical ability may be required.
4. Your immediate supervisor must be notified of any permanent or temporary impairment that reduces your ability to perform in a safe manner or prevent or hinder your performance of the essential functions of your position.
5. Personal protective equipment must be used when potential hazards cannot be eliminated.
6. Equipment is to be operated only by trained and authorized personnel.
7. Periodic inspections of workstations may be conducted to identify potential hazards and to ensure that equipment or vehicles are in safe operating condition.
8. Any potentially unsafe conditions or acts are to be reported immediately to your immediate supervisor.
9. If there is any doubt about the safety of a work method, your immediate supervisor should be consulted before beginning work.
10. All accidents, near misses, injuries and property damage must be reported to your immediate supervisor, regardless of the severity of the injury or damage.
11. Failure to report an accident or known hazardous condition may be cause for disciplinary action up to and including dismissal.
12. All employees must follow recommended work procedures outlined for their job, department, and/or facility.
13. Employees are responsible for maintaining an orderly environment. All tools and equipment must be stored in a designated place. Scrap and waste material are to be discarded in a designated refuse container.
14. Any smoke, fire, or unusual odors must be reported promptly to your immediate supervisor.

15. If you create a potential slip or trip hazard, correct the hazard immediately or mark the area clearly before leaving it unattended.
16. Safety and restraint belts must be fastened before operating any motorized vehicle.
17. Employees who operate vehicles must obey all driver safety instructions and comply with traffic signs, signals, and markers and all applicable laws.
18. Employees who are authorized to drive are responsible for having a valid driver's license for the class of vehicle they operate. You must report revocation or suspension of your driver's license to your immediate supervisor.
19. All employees must know departmental rules regarding accident reporting, evacuation routes, and fire department notification.
20. Departmental and facility rules and procedures specific to departmental operations must be followed by each employee in the department.
21. Employees must assist and cooperate with all safety investigations and inspections and assist in implementing safety procedures as required.

Staff that does not comply with safety policies will be given verbal reprimand, written warning, or dismissal of position depending on severity. Repeated failure to follow policies will result in a written reprimand, followed by suspension without pay and possible dismissal.

SAFETY STATEMENT OF POSITION

The Frankfort Square Park District is intent on developing, implementing and administering a comprehensive risk management and loss prevention program. The Frankfort Square Park District maintains that the public and its employees are its greatest assets and foremost responsibility, and that the health and safety of all are of the utmost consideration in all assignments and activities.

Employees, supervisors, department heads and administration are directed to make safety a matter of continuing concern equally important with all other operational considerations. Employees are charged with the responsibility of supporting and cooperating with the loss prevention program outlined in the risk management manual and expected, as a condition of employment, to adopt the concept that the safe way to perform a task is the most efficient and only acceptable way.

This Risk Management Program is established to emphasize that effective and efficient loss controls are an integral part of management procedures designed to fully utilize the member district's resources. This efficiency is desired to ensure maximum use of each tax dollar available.

The most effective risk management programs incorporate risk control methods to prevent or minimize losses and risk financing mechanisms to pay for losses that inevitably occur. These risk control methods consist of exposure avoidance, loss prevention, loss reduction, segregation of loss exposure units and contractual transfer for risk control.

Many facets of recreation have a risk as a vital element. Risk is the "spice" that makes some aspects of recreation so pleasurable and life itself more meaningful. While the risk factor is very evident, it must also be manageable.

The standard by which a provider of recreation will be judged is reasonableness. It is the responsibility of a service provider to use ordinary and reasonable care to keep the premises reasonably safe for the visitor and warn the visitor of any danger. A good risk management plan should be designed first and foremost to allow participants a quality experience in a safe surrounding. The plan should also include provisions to protect the service providers from undue risk.

Safety Coordinator

Date

Executive Director

Date

President Board of Commissioners

Date

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EMPLOYEE ACKNOWLEDGEMENT FORM

I acknowledge having received and read a copy of the Frankfort Square Park District's Safety Statement of Position and I agree to abide by the contents of the statement. I further agree to contact my supervisor if I do not understand or have questions about the Statement of Position, and understand that policies and statements may change from time to time and that updates will be made available to me.

Employee (Print)

Employee (Signature)

Date

FRANKFORT SQUARE PARK DISTRICT
USE OF PARK DISTRICT INFORMATION, PROPERTY, AND EQUIPMENT

The protection of the Frankfort Square Park District's business information, property and all other Park District assets are vital to the interests and success of the Park District. Except in the ordinary course of performing duties for the Park District, or otherwise permitted, no Park District property may be removed from the Park District's premises. Accordingly, when an employee leaves the Park District, the employee must return to the Park District all related Park District information and property that the employee has in his possession, including without limitation, documents, files, records, manuals, information stored on a personal computer or on a computer disc, supplies, and equipment or office supplies. Violation of this policy is a serious offense and may result in appropriate disciplinary action, up to and including discharge.

No employee, elected official or member of the public may use Park District property for personal use without proper authorization. No Park District property may be released for personal use without the prior written approval of the Executive Director.

For the purpose of this section, Park District property is defined as buildings, vehicles, facilities, grounds, tools, implements, building materials, electronic equipment, recreation and rental equipment and all other property owned, leased or in the possession of the Park District. Because safety and liability is of chief concern, it is expected that Park District property that is assigned, or authorized or permitted to be used will be operated in a fashion consistent with the Park District's established safety rules and regulations. Instructions on safe and proper use will be provided upon request.

In addition, the use of some Park District property may require permits, waivers, and releases. The borrower of agency property agrees to indemnify, hold harmless, and defend the Park District and its officers, agents, servants, and employees from any and all claims (including reimbursement of reasonable attorney fees) resulting from injuries, damages, and losses arising out of, connected with, or in any way associated with the use of the borrowed property. The employee will be responsible for the full cost of repair or replacement of Park District property, in the sole discretion of the Park District that is damaged or lost while it is in the employee's care and custody.

Park District property that has been approved for use shall be picked-up from the Executive Director, and returned in person to the Executive Director for his inspection.

Loss, damages or theft of Park District property should be reported at once. Negligence in the care and use of Park District property may be considered grounds for discipline, up to and including termination.

The Park District's equipment, such as telephones, postage, facsimile, and copier machines, is intended for business purposes. An employee may only use this equipment for non-business purposes in an emergency and only with the permission of the Executive Director. Personal usage, in an emergency, of these or other equipment that results in a charge to the Park District should be reported immediately to the Executive Director so that reimbursement can be made.

Upon termination of employment, the employee must return all Park District property, uniforms, equipment, work product, and documents in his possession or control.

**Frankfort Square Park District Permit for
Personal Use of Agency Property**

Waiver & Release of Liability, Indemnification Agreement

In consideration of the Frankfort Square Park District permitting the below named individual to use for personal use and benefit the [Identify Property] (hereinafter collectively referred to as "property"), I agree to waive and relinquish any and all claims for damages, losses and/or personal injuries that I or any other person may have and arising out of the use of the property, and any and all activities connected with, or in any way associated with the use of the property against the Frankfort Square Park District and its officers, agents and employees (hereinafter collectively referred to as "District").

I do hereby fully release and discharge the District from any and all claims from injuries, damage or loss which I or any other person may have or which may accrue to me or any other person and arising out of, connected with, or in any way associated with the use of the property.

I agree to indemnify, hold harmless and defend the District (including reimbursement of reasonable attorney fees) arising from or in connection with my or any other person's use of the property.

I further agree to permit the District to withhold from my paycheck, any and all sums owed as a result of lost or damage to the property, unless otherwise agreed.

I understand that I am responsible for any and all damage to property and person resulting from use.

[Property User's Name-Print]

[Property User's Signature]

[Date]

Property permitted for use:

**Safety
Instructions Received**

[Executive Director's Signature]

[Date]

Frankfort Square Park District

3 Points of Contact Policy

Improperly entering and exiting (or mounting and dismounting) vehicles, trucks, tractors, buses, vans, trailers, ladders, stairs, or other pieces of construction equipment can increase the risk of injury. To reduce or eliminate the risk of injury, all staff will exercise the 3 Points of Contact for identified job tasks.

The 3 Points of Contact method is maintaining contact with **one hand and two feet or two hands and one foot** at all times when mounting or dismounting a vehicle or equipment. The 3 Points of Contact method forms a stabilizing triangle of contact.

The purpose of this policy is to identify job tasks that require the use of a 3 Points of Contact Procedure and to establish protocols for carrying out a safe 3 Points of Contact method.

This policy applies to all full-time, part-time, volunteers, and seasonal employees in all departments who enter and exit any vehicle, or mount and dismount any type of equipment.

Supervisors will be responsible for communicating this policy to employees and reinforcing the policy while observing day-to-day operations. See your supervisor or the Safety Coordinator for specific questions. Any exceptions to this policy shall be in writing and approved by the safety committee and Executive Director.

Job Tasks Required to Use 3 Points of Contact

Areas where 3 Points of Contact should be required include, but are not limited to, the following job classifications and work areas: Administration, Recreation, Early Childhood, BAS, FAN, Golf Course, Maintenance, and Beautification and Natural Areas.

Entering/exiting and mounting/dismounting any equipment, including the following:

- Tractors, skid steers, trailers, pickup and dump trucks, mowers, golf carts, landscape utility vehicles and equipment, buses, and vans

Climbing up and down on any equipment, including the following:

- Ladders, stairs, playground equipment

This list is not all inclusive and will be updated as necessary. Employees are encouraged to use the 3 Points of Contact method during any activity where they are entering/exiting vehicles or mounting/dismounting equipment.

Notice of 3 Point Contact Policy Receipt

This policy has been established to minimize the potential for injury to you and to provide a safe and healthful workplace for all employees/volunteers. Your participation is essential to the success of our safety program, and is a condition of your employment. Failure to abide by the policy can result in potential discipline and/or termination. Should you have any questions, consult your supervisor for assistance.

I have read, understand, and agree to comply with the established 3 Points of Contact policy.

Employee/Volunteer Name (Please Print): _____

Employee/Volunteer Signature: _____

Date: _____

Frankfort Square Park District Behavior Management Policy

Code of Conduct

The Frankfort Square Park District is committed to providing a safe and fun environment for all participants and guests. By doing so, patrons are required to act appropriately, and are to be respectful of others at all times when using Frankfort Square Park District facilities.

Individuals using Frankfort Square Park District facilities are expected to behave in an appropriate and responsible manner. The Frankfort Square Park District Code of Conduct does not permit use of language or any action that may hurt or frighten another person or otherwise falls below a generally accepted standard of conduct. Directions issued by the park district staff must be followed at all times.

- Show respect for all participants, guests, spectators, staff, and volunteers
- Follow program rules and direction from staff
- Show respect for equipment, supplies, and facilities
- Use of abusive or foul language, arguing, fighting, and any other form of harassment or intimidation is prohibited
- Weapons, drugs, and alcohol are prohibited on school and park district property
- Report incidents where park district policies are disregarded to staff
- Report illegal activities to police/sheriff

This Code of Conduct is in place to help make the Frankfort Square Park District's facilities and programs safe and enjoyable for everyone. If inappropriate behavior occurs, a prompt resolution will be sought specific to each situation. The Frankfort Square Park District reserves the right to remove anyone whose behavior endangers his or her own safety or the safety of others.

Discipline

A positive approach will be used regarding discipline. Staff will periodically review rules with participants during the program session. If inappropriate behavior occurs, a prompt resolution will be sought specific to each situation. The Frankfort Square Park District reserves the right to dismiss a participant whose behavior endangers his or her own safety or the safety of others.

Procedures

Upon registration or entry into the program, the parent/guardian should be solicited for any information regarding special accommodations needed for the participant. If any of these special accommodations are behavior related, the parent/guardian should be contacted for information about any behavior modification programs in place at school or home. Attempts should be made to utilize these in the program. Also, the inclusion coordinator from the South Suburban Special Recreation Association (SSSRA) should be contacted for guidance. Documentation should be maintained regarding any problem behaviors, special accommodations, and behavior modification programs.

If the participant exhibits inappropriate actions, the following guidelines should be followed:

1. Program staff should determine the severity of the action and immediately take steps to correct it. These may include but are not limited to:
 - A verbal warning.

- A supervised time-out from the program. (Most experts agree that a minute a year is a good rule of thumb for time-outs). The type of time-out may vary according to the situation (observational: from sidelines of activity; exclusion: away from the group but within view of the activity; seclusion: time-out area with staff member present away from view of the activity). If physical restraint is used to protect against injury, the time-out should be documented on a conduct report. Any conduct report made should be given to the full-time supervisor.
 - A suspension from the program for a designated time period. When determining the timeframes of suspension, staff should consider the severity of the actions; the length of the program or activity; any past behavior issues with the individual; and willingness to improve their inappropriate behavior.
 - Dismissal from the program or activity. If inappropriate behavior persists or the behavior completely disrupts a program, removal from the program or activity may be necessary. Once again, the park district reserves the right to dismiss a participant whose behavior endangers his or her own safety or the safety of others.
2. If a participant receives a time-out or a suspension, the supervisor of the program should contact the parent/guardian. The supervisor should explain the inappropriate actions that were observed by the staff. Documentation is strongly recommended.
 3. Communication between staff and parent should be ongoing regarding any further incidences of inappropriate behavior. Some other options may be discussed with the parent/guardian including:
 - Transfer to another program where inappropriate behavior may be less prone to occur.
 - Limited/reduced timeframe that participant is allowed to attend the program.
 4. Appeals by the participant and/or participant's parent/guardian should be directed to the Executive Director or the Director of Recreation and Administration.

When to Contact the Police:

- If a participant makes a direct threat of hurting himself, call the parent/guardian immediately. If a parent/guardian is not available, call the police.
- If a participant becomes overly aggressive and/or violent, call the police.
- If an individual sneaks into a program facility and refuses to leave when asked by park district staff, call the police.
- Staff safety is of the utmost importance, if a staff member ever feels unsafe or threatened, call the police.

Frankfort Square Park District Errant Golf Ball Policy

Kindly understand that Square Links Golf Course and the Frankfort Square Park District are not responsible or liable for property damage or personal injuries arising from errant golf balls. However, the park district is committed to safety, good sportsmanship, and cooperation with our golfers and residents, and has developed the following guidelines to minimize errant shots and to assist injured parties in identifying the golfer responsible for hitting the errant shot.

- Golfers are expected to exercise the highest degree of sportsmanship, etiquette, caution, and consideration of others – refraining from horseplay, carelessness, and reckless or offensive behavior. Golfers are responsible for their own conduct and play, including errant shots that may result in property damage or personal injuries.
- In the event of property damage or personal injury, Square Links employees will assist the damaged property owner or injured party in trying to identify the golfer who struck the shot. However, the property owner or injured party cannot be disruptive or discourteous to facility patrons or staff.
- Square Links Golf Course and Frankfort Square Park District staff are not responsible for identifying the golfer who hit the errant ball, or for ensuring that the parties will exchange contact and/or insurance information when the responsible golfer is identified. When the responsible golfer is known, Square Links staff will attempt to facilitate polite interaction and cooperation between the responsible golfer and injured party.

Frankfort Square Park District Inclusion Policy

Objective

The Frankfort Square Park District is committed to inclusion and providing equal public recreation opportunities in the most integrated setting to individuals with disabilities, as defined under applicable law. Accordingly, we do not discriminate against eligible individuals with disabilities in regard to participation in public recreation opportunities. The Frankfort Square Park District is committed to complying with the Americans with Disabilities Act (ADA), the Illinois Human Rights Act (IHRA), and all other applicable local, state and federal laws in providing reasonable accommodation and shall review requests for accommodation on a case-by-case basis.

Agencies

The Frankfort Square Park District is a partner agency of the South Suburban Special Recreation Association (SSSRA). SSSRA's mission is to enrich the lives of people with disabilities with their partner agencies through quality recreation services, including providing inclusion services to partner agencies. The Frankfort Square Park District and SSSRA will work together with patrons, participants, and their families to assess, address, and provide reasonable accommodation for partner agency programs, events, and activities. SSSRA also provides programming which is available to its partner agencies' patrons.

Eligibility

The Frankfort Square Park District and SSSRA will engage in an interactive process to identify reasonable accommodations for eligible individuals with a disability to enable such individuals to participate in any public recreation opportunity, program, activity, or event provided or sponsored by the Frankfort Square Park District.

Procedures

Requests for reasonable accommodation can be made directly to the Frankfort Square Park District Executive Director, inclusion contact, or through SSSRA. Patrons and families can learn more about SSSRA's programs and inclusion services by visiting SSSRA's website at: <http://www.sssra.org>.

Participant, Patron, and Family Cooperation

Inclusion cannot be successful without the complete cooperation of the participant, patron, and/or family. Patrons and families are expected to politely, proactively, and constructively communicate with the Frankfort Square Park District and SSSRA, and timely share important and updated information that is relevant to the inclusion process. When patrons or families provide inaccurate, outdated, or incomplete information to staff, the agencies' ability to adequately assess and address any situation is potentially compromised and participation may be delayed or temporarily suspended.

Consequently, it is important to provide the Frankfort Square Park District and SSSRA with as much advance notice as possible of the need for any accommodation.

Frankfort Square Park District

Safe Winter Walking Policy

No matter how carefully snow and ice are removed from agency parking lots, roadways, and sidewalks, staff will likely encounter slippery surfaces when walking outdoors during the winter. It's important to always be aware of the slip, trip, and fall dangers and to walk safely on icy and slippery surfaces.

Safe winter walking policy and procedures are general concepts that can greatly reduce the likelihood of injury to employee's during the winter season.

To reduce or eliminate the risk of winter related slip, trip, and fall incidents, all staff will follow the provisions of the Safe Winter Walking Policy.

During the course of the winter season, employees shall:

- Wear shoes or boots that provide traction on snow and ice. Avoid plastic/leather soles.
- Wear ice cleats for the following tasks: all work on ice preparing skating and hockey rinks (helmets too).
- Give yourself sufficient time, walk slowly.
- Plan your route of travel. Look ahead when you walk. When possible, avoid inclines.
- Walk on designated walkways as much as possible. Taking shortcuts over snow piles and areas where snow and ice removal is not feasible can be hazardous.
- Use special care when entering and exiting vehicles. Use 3 Points of Contact.
- Carrying items can impair your balance. Keep your hands free.
- When available, use a handrail.
- Use floor mats to remove moisture from the soles of your shoes upon entering a building. Take extra shoes with you to change from winter footwear to your indoor footwear.
- Report potential slip and fall hazards immediately.

This policy applies to all full-time, part-time, and seasonal staff.

Supervisors will be responsible for communicating this policy to employees and reinforcing the policy while observing day-to-day operations. See your supervisor, Safety Coordinator, or Executive Director for specific questions. Any exceptions to this policy shall be in writing and approved by the safety committee and Executive Director.

Notice of Safe Winter Walking Policy Receipt

The Frankfort Square Park District establishes this policy to minimize the potential for injury to you and to provide a safe and healthful workplace for all employees. Your participation is essential to the success of our safety program, and is a condition of your employment. Failure to abide by the policy can result in potential discipline and/or termination. Should you have any questions, consult your supervisor for assistance.

I have read, understand and agree to comply with the established Safe Winter Walking Policy.

Employee Name (Please Print): _____

Employee Signature: _____

Date: _____

Frankfort Square Park District

Seizure Management Policy and First Aid Procedures

Policy Overview:

In order to maximize a safe and healthy recreation environment for patrons and staff, the Frankfort Square Park District has established the following seizure management policy and procedures.

1. Registration forms should encourage patrons to volunteer any important health information such as seizure disorders and/or to identify any need for reasonable accommodation. When seizure conditions are disclosed, adult participants (or parents/guardians of minor patrons) should be asked to provide information such as:
 - nature and duration of the seizure
 - frequency
 - triggering mechanisms
 - symptoms
 - date(s) of most recent seizures
 - parental/patron instructions &/or recommendations
 - up-to-date medical protocol from the primary health care provider
2. Depending on the frequency and/or nature of the seizures, the feasibility and need to provide 1:1 supervision should be evaluated. In the interim, the member should consider the appropriateness of temporarily suspending participation pending an analysis of the ability of the patron to safely participate in any activity, with or without reasonable accommodation. Members should promptly contact PDRMA's legal counsel and/or their corporate counsel to assist in identifying and balancing the rights of both the member and patron.
3. Whenever participation involves aquatic activities, SSSRA staff will provide inclusion services. Pre-program planning and communication between the aquatic staff and the participant's instructor/counselor/program supervisor is strongly recommended.
4. Staff should begin monitoring and responding to the seizure as soon as the symptoms are recognized – this includes implementing established seizure/emergency procedures; coordinating with other emergency medical providers; monitoring the duration of the seizure from the moment staff first observed the symptoms (and when possible, from the time of onset) and; documenting the nature/character of the seizure.
5. As with any medical emergency, prepare a PDRMA incident report documenting all pertinent information about the event (when, where, how, responders, witnesses, victim condition, etc.).

When to Activate the EMS (911) system:

1. Anytime you are unaware of a pre-existing seizure disorder, summon EMS immediately.
2. Anytime you are uncomfortable with either the situation or the condition of the person, call EMS. Always err on the safe side, for the patrons' safety.
3. Anytime the seizure is different in nature or character than prior seizures, summon EMS immediately.

4. If you know the person is prone to seizures or is being medically treated **and you have written instructions from the patron or patron's parents/guardians not to summon EMS**, it may or may not be necessary to activate EMS unless:
 - The seizure lasts longer than 1-3 minutes
 - Another seizure begins within 1 hour after the first
 - The person does not regain consciousness after the convulsions or seizure have stopped
 - The person stops breathing for longer than 30 seconds
 - Seizure occurs after a known head injury or the person complains of a sudden severe headache
 - The person is pregnant
 - The person has a medical alert tag or diabetic alert tag
 - The person appears injured
 - The person has swallowed excess amounts of water
 - You are at all uncomfortable with the situation

5. If you are provided patron/parent instructions on how to manage a seizure and/or not to summon EMS in the event of the seizure, you should:
 - Require that the instructions be in writing *and provided by or signed be off on by the primary care physician* (the physician's recommendations/instructions as to managing the seizure, or approval of the management instructions **must be dated and written within the past 6 months**).
 - Make several copies of the instructions and provide copies to relevant staff (i.e. staff that need to know!)
 - In the interim summon EMS in the event of a seizure or temporarily suspend participation until receipt and review of the requested documentation
 - If, after receipt of the documentation, you are uncomfortable with the instructions (or despite the instructions, you are at all uncomfortable with the situation), summon EMS in the event of a seizure --- *you are not necessarily legally required to comply with patron/parent/physician instructions!*
 - Do not hesitate to contact PDRMA's legal counsel or your corporate counsel for further guidance.

Definition and Description:

Generalized Seizures are caused by abnormal electrical activity over the entire brain simultaneously. This group of seizures affects the level of awareness and muscle movement of all extremities.

Seizure types: Absence seizures (Petit Mal), Myoclonic seizures, Atonic seizures, Tonic seizures, and Tonic-Clonic seizures (Grand Mal).

Seizure length: They range from 3 seconds to up to 5 minutes, depending on the type and severity.

Symptoms: a dazed look in the face, eye blinking, head bobbing, sudden brief jerks of a single muscle or group, unconsciousness, loss of body functions, and full body constriction.

Partial (focal) Seizures are seizures begin in one part of the brain instead of all over. Depending on which lobe of the brain that the seizure comes from will determine the physical symptoms of the seizure.

Seizure types: Simple partial seizures, Complex partial seizures. They can also be classified as Frontal Lobe, Temporal Lobe, Parietal Lobe, and Occipital Lobe.

Seizure Length: They range in length from seconds up to 2 minutes.

Symptoms: People, in the majority of cases, are completely aware and alert during these seizures. There can be tingling or shaking of a small body part, unusual smell, visual hallucinations or ill-defined feeling. They are also described as an altered consciousness, subtle, repetitive and stereotypical movements of the face or extremities.

Hypoxic convulsions are due to lack of oxygen in the brain. Persons may appear rigid or stiff, may jerk violently, and/or froth at the mouth. Unlike the seizure conditions described above, this is a life threatening condition.

Emergency Procedures:

1. Prevent the person from injuring themselves. Place something soft under their head, loosen tight clothing, clear the area of hard and sharp objects, and remove eyeglasses if needed.
2. Place the person in a recovery position to allow saliva to drain from the mouth.
3. Start timing the seizure as soon as symptoms are recognized.
4. If uncomfortable with the situation, contact EMS immediately.
5. **Do not** restrain the person's movements.
6. **Do not** place any items in the person's mouth and **do not** attempt to give any liquids.
7. Be sensitive of the environment and the person's privacy.
8. If staff is unfamiliar with the person, unsure if previously diagnosed as seizure prone or medically treated, contact EMS immediately.
9. Maintain the person's airway.
10. After the seizure subsides, complete an initial assessment to determine the condition of the person (airway, breathing, circulation, physical condition).
11. If the person is not breathing, begin CPR. Make sure EMS is contacted.
12. Provide an area for the person to rest until fully coherent, where the person can be observed by a responsible adult. Consider a shaded area or an office.
13. The person involved in the episode should be restricted from any aquatic programs for the remainder of the day.
14. If a minor, the occurrence of a seizure should always be reported to the person's parents or guardians.

ACTIVITY/ENVIRONMENTAL CONSIDERATIONS

Because of the loss of bodily control and/or cognitive function that typically accompanies a seizure and the potential need for prompt emergency medical services, program planners should carefully develop specific emergency response plans for seizure-prone persons enrolled in recreation programs and activities.

Program planners must first determine whether the patron can safely participate in any activity or program, with or without reasonable accommodation. This includes identifying how a seizure may affect the personal safety of the participant who experiences a seizure during any given activity (as well as the safety of responding staff and potential impact on the program). The planner should consider if the loss of bodily control might result, for example, in a fall from a height, a fall onto a hard surface, or a drowning situation. If these are possibilities, the planner and program supervisors/instructors should jointly assess, address, and coordinate participation in these activities and seizure management. In some instances, it may be prudent to temporarily suspend participation in any given program/activity pending assessment (i.e. taking the "proverbial step backwards"). In other situations, it may be feasible and prudent to provide a one-to-one companion (provided the nature of the seizure/activity does not create a safety risk for the companion). In any event, program supervisors should explore and address these issues with adult patrons or with parents and/or guardians of minor patrons **before participation** -- and if possible, include special recreation association staff as part of your assessment and seizure management team.

Program planners should also consider the potential challenges presented by program locations where access to EMS may be limited or substantially delayed. Because access to emergency medical services can be crucial in providing necessary care, planners should be aware of the proximity of these services at all times. Field trip locations as well as any remote sites, such as campgrounds, should be researched ahead of time to determine where emergency care can be found in the area and how long it will take for a response.

These situations are often emotionally-charged for all parties involved. Regretfully, at times patrons with seizure disorders engage in recreation activities neither well nor wisely. The patron (or parents of a minor patron) does not have the legal right to compromise his/her safety. There are often misperceptions as to the legal rights of the patron and/or of the provider. When in doubt, always err on the side of caution and contact PDRMA and/or legal counsel for prompt guidance, and temporarily suspend participation pending further evaluation and guidance.

References:

American Association of Neurologists website.

Pediatric Epilepsy Center website, article by Tracy Connell, RN, MSN, CPNP.

MSN Health website articles:

"What is the Cause of Epilepsy" – December 1998

"What is the Immediate Treatment for Epileptic Seizures?" – December 1998

"What is Epilepsy?" – December 1998

"First Aid for Seizures"

"Seizures - When to Call a Doctor" – November 2003