



## Wellingborough RFC Emergency and First Aid Procedures

### Introduction

At Wellingborough Rugby club, our main concern is the welfare and protection of the members and spectators who attend our club whether for training sessions or matches, and we take every effort to minimise the risk of injury. However in sport, contact or not the risk of injury can never be completely removed so it is important that the Club has procedures in place so that all at the club know what to do in the event of an injury.

### Team Responsibilities

The club has a number of First Aiders across all sections and teams across the club with each team having their own First Aid kit. It is the role of the Lead Coach to ensure that they have access to a Mobile Phone, a qualified First Aider and a full First Aid Kit is available. It is the responsibility of the Team Manager to hold records on important medical such as allergies, asthma etc and make them aware to the Lead Coach and First Aiders.

### Initial Assessment

In the event of an Injury the attending First Aider should be immediately informed. It will be there responsibility for actions taken and decisions make. If for whatever reason a First Aider is not present, a Senior Club Officer shall take responsibility of actions that are taken.

Hereafter the First Aider or Senior Club member shall be referred to as the "responsible officer"

### Next Steps

Following the initial assessment the first Aider may take one of 2 actions;

- Minor Injuries
- Major injuries

### Minor Injuries

The First Aider will treat minor injuries as appropriate, where possible in the presence of the responsible adult if a child is injured. In the event of injuries that require the use of First Aid equipment such details shall be recorded in the accident book. The First Aid kit should consist of:

Assorted adhesive dressings (plasters) x 20  
Sterile eye pads (No. 16) x 2  
Medium sterile wound dressings (No. 8) x 6  
Large sterile wound dressings (No. 9) x 2  
Short life triangular bandages x 4  
Disposable gloves (pair) x 3  
Antiseptic wipes x 6  
Emergency foil blanket x 1  
Disposable resuscitation aid x 1

### **Major Injuries**

If the First Aider determines that the injuries require further, professional assistance they shall arrange for the injured party to be transferred to hospital – this may be either by private vehicle or by ambulance depending on the First Aider's risk assessment

An Ambulance will always be called if;

- The First Aider deems it necessary, or
- The injured party is a child whose parents are not present
- The First Aider is not present and most senior Club officer deems it necessary.

## **INSTRUCTIONS FOR CALLING THE EMERGENCY SERVICES**

### **Making an Emergency Call**

If the emergency services are required, it is better to use the Club landline as reception for some mobile service providers is patchy, but in extreme emergencies a mobile can be used, provided you are getting a strong reliable signal.

**DIAL 999**

and await the Operator's question:

**EMERGENCY, WHAT SERVICE DO YOU REQUIRE?**

Respond:

**POLICE or FIRE or AMBULANCE**

The Operator will ask for a phone number and location

The Club phone number is: 01933 222260

The address of the Club is:

**WELLINGBOROUGH RUGBY FOOTBALL CLUB  
CUT THROAT LANE  
GREAT DODDINGTON  
WELLINGBOROUGH  
NORTHANTS  
NN29 7TZ**

If an ambulance has been requested, the Operator may ask additional questions and may offer First Aid advice.

Stay on the line for updates until they ask you to clear.

### **Accompanying the Casualty**

If the casualty is an adult, or a child with a responsible adult, there is no requirement for a Club Officer to accompany the casualty to hospital, although a Club officer may be asked to get in touch with a home contact if requested.

In the casualty is a child, a Club Officer must accompany the child to hospital and the Childs next of kin (as notified on the Club membership record) notified immediately or as soon as is practicable.

## **Recording**

In all incidents the Club's Accident Report Form needs to be completed and put in the Club's Incident Folder. For young people aged 16 and under whose parents/guardians were not present the Club's Accident Letter for Parents Form needs to be completed and given to them

## **Reporting Injuries to the SIA**

The Nominated Club Official (*First Aider? Chair?*) shall inform the Sports Injuries Administrator (SIA) using the appropriate form (attached) within 48 hours of the incident. The SIA can be contacted Via E-mail, phone or fax (see below).

Community Rugby

Rugby House

Rugby Road

Twickenham

TW1 1DS

Tel: 0208 831 7451

Fax: 0208 892 4446

email: [sportsinjuriesadmin@therfu.com](mailto:sportsinjuriesadmin@therfu.com)

## **Notification to RFU Insurers**

It is the clubs responsibility to report all reportable injuries to the insurers that may result in an insurance claim to the RFU insurers.

Marsh Sports Group (Claims)

Tel 01892 553193 Fax 01892 553161