

## **SRUFC POLICY ON FIRST AID AND IMMEDIATE CARE PROVISION**

### **INTRODUCTION**

Sittingbourne Rugby Union Football Club (SRUFC) have a responsibility towards the health and safety of those people who use the club facilities. During rugby activities, in common with all sports, players, officials or spectators may suffer injury or sudden illness. Arrangements for spectators and officials are to be the same as for any other sport, because rugby is a full contact sport, the arrangements for players will need to reflect this. SRUFC have responsibility to ensure that arrangements are in place so that participants receive appropriate immediate attention if they are injured or taken ill, until the emergency services arrive.

In line with Rugby Football Union policy, a general requirement, that should be recognised is that there is variation in the level of care that that would be considered appropriate and this will depend on the individual circumstances at the club or venue. It will also depend on what is reasonably practicable for SRUFC to provide; (eg from RFU guidance - it is not reasonably practicable to expect Sittingbourne RUFC (a Level 10 club) to provide the same level of care as that provided in the Premiership).

In order to provide a safe environment in which the game can be enjoyed by all, SRUFC will encourage members, coaches and volunteers to attend a first aid training course so that they can respond to basic first aid situations with confidence.

This policy provides Information / RFU Guidance on all aspects of first aid and will be the guide to rugby administrators, club administrators, players, parents, volunteers, first aiders and health care professionals involved in rugby.

As a club, which has employees, these would fall under the Health and Safety (First Aid) Regulations 1981 (SI 1982 No 917). These require employers to provide adequate first-aid equipment, facilities and personnel to enable immediate assistance to be given to employees if they are injured or become ill at work. Detailed Information / RFU Guidance can be found in First aid at work. The Health and Safety (First-Aid) Regulations 1981

### **STATEMENT OF PRINCIPLE**

Sittingbourne Rugby Football Club (SRUFC) promotes a safe environment in which rugby can be enjoyed by all and have arrangements in place for participants and spectators to receive appropriate immediate first aid attention.

SRUFC supports RFU Regulation 9.2 and the RFU “Guidance on First Aid and Immediate Care provision to Players in RFU Community Rugby Clubs”

## Information / RFU Guidance

### RESPONSIBILITIES OF CLUB MANAGEMENT

SRUFC have the following responsibilities with respect to safety and first aid:

- Complete a risk assessment to determine the appropriate level of first aid provision (see Annex 3).
- Ensure that providers are appropriately trained and undertake recertification in accordance with their qualification
- Ensure that the procedures for the recording and reporting of incidents are followed.
- Ensure that suitable first aid facilities and equipment are available.
- Ensure that there is adequate cover to allow for absences.

## Mandatory Action

### Responsibilities of Club Management

- To appoint a First Aid Officer as part of the Club Management, who will manage and operate the First Aid policy set out in this document and as determined by the Youth Committee as a whole. The First Aid Officer is a full member of the Youth Club Committee.
- The Responsibilities of the First Aid Officer form part of this Policy document.
- The Responsibilities of the Head Coach and Coaches form part of this Policy Document.
- The Responsibilities of the Emergency First Aider (EFA) form part of this Policy Document.
- The Responsibilities of the First Aider (FA) form part of this Policy Document.
- Club Management will hold a record of medical conditions of players and this will be communicated by the First Aid Officer to the Head Coach and First Aiders for their respective age groups. Medical confidentiality is to be observed.

### Responsibilities of the First Aid Officer

The First Aid Officer is a full member of the Committee and shall:

- Keep abreast of new RFU guidelines on First Aid provision.
- Recommend to the Youth Committee changes to SRUFC First Aid provision after risk assessment.
- Communicate any changes to policy, procedure or developments to all appropriate First Aiders & Coaches.
- Ensure that there is a consistency of approach & understanding of First Aid provision across all age groups.
- Ensure that visiting clubs are aware of the First Aid procedures at SRUFC.
- Email clubs we are visiting to set clear First Aid responsibilities.
- Liaise with Head Coaches to monitor First Aider attendance at all games and training sessions.
- Have knowledge of local Emergency facilities, contact numbers and addresses and communicate Information / RFU Guidance and updates to all First Aiders.

## Information / RFU Guidance

### RISK ASSESSMENT

During any activity (Training or Matches), the number and type of first aid personnel and facilities are based on a risk assessment (see Annex 3). This process is no different from other risk assessments carried out for Health and Safety purposes. Further guidance on this is provided on the RFU web site

[www.rfu.com/ManagingRugby/ClubDevelopment/LegalAndAdmin](http://www.rfu.com/ManagingRugby/ClubDevelopment/LegalAndAdmin)

In assessing the need, the club/organiser should consider the following:

- Playing and non-playing hazards and risks.
- The club's history of injuries and accidents, including any relevant research.
- The number of people involved (players and spectators).
- The needs of players at away matches
- The nature (adult/child) and distribution of the players (size of site or more than one site).
- The remoteness of the site from emergency medical services.
- Use of shared facilities and first aid resources
- Holiday and other absences of first aid trained personnel.
- Additional requirements for special groups i.e. children, disabled players.

The complete risk assessment, the level of first aid cover decided and the additional risk management measures considered are available in Annex 3. This has taken into consideration the following:

- Emergency procedures have been developed and are readily available (for further guidance on emergency procedures visit [www.rfu.com/ManagingRugby/FirstAid](http://www.rfu.com/ManagingRugby/FirstAid))
- Emergency services contact details must be readily available;
- Ambulance access to the pitch/training ground must be maintained at all times.
- Establish contacts with the local NHS Ambulance Trust and Hospital Emergency Department.
- Maintain a good level of communication with them on the clubs activities, especially festivals.
- Appropriate first aid facilities and equipment based on their risk assessment and level of training of personnel.
- Regular training of personnel in assisting first aiders should be carried out.
- First aid equipment must be appropriately, stored, maintained, and cleaned.

## **Mandatory Action**

### **Risk Assessment**

Undertake a periodic Risk Assessment to determine the level of First Aid provision in which the following will be considered:

- Playing and non-playing hazards and risks.
- The club's history of injuries and accidents, including any relevant research.
- The number of people involved (players and spectators).
- The needs of players at away matches
- The nature (adult/child) and distribution of the players (size of site or more than one site).
- The remoteness of the site from emergency medical services.
- Use of shared facilities and First Aid resources.
- Holiday and other absences of First Aid trained personnel.
- Additional requirements for special groups i.e. children, disabled players.

## **Mandatory Action**

### **Implementation of First Aid**

Having completed the risk assessment, SRUFC will:

- Ensure that FAs and EFAs are appropriately trained and undertake recertification in accordance with their qualification.
- Ensure that the procedures for the recording and reporting of incidents are followed.
- Ensure that suitable First Aid facilities and equipment are available are appropriately stored, maintained, and cleaned.
- Ensure that there is adequate number of First Aid personnel allowing for absences.
- Have Emergency procedures in place.
- Have Emergency services contact details readily available.
- Maintain Ambulance access to the pitch and training ground at all times.
- Establish contacts with the local NHS Ambulance Trust and Hospital Emergency Department. Maintain a good level of communication with them on the clubs activities, especially festivals.
- Have a nominated Duty Manager present at the club on all match days (and Youth Section training days on Sunday mornings where held), and / or a nominated Responsible Person present whenever the club facilities are in use. This person is not responsible for delivery of first aid or medical care at the same time.
- In order to provide a safe environment in which the game can be enjoyed by all, SRUFC encourages members, coaches and volunteers to attend a First Aid training course so that they can respond to basic First Aid situations.

## FIRST AID & IMMEDIATE CARE PROVIDERS AND TRAINING

**From October 2013, the HSE ceased to accredit First Aid courses in the UK. From that date First Aid became a regulated (by Ofqual) qualification. As such all accreditation must come via either:**

- **A recognised Ofqual registered awarding body**
- **St Johns Ambulance**
- **The Red Cross**

As an organisation, SRUFC are aware that there are different levels of training required in order to provide first aid and immediate care cover. These are outlined below.

### **Emergency First Aider**

From 1 October 2009 a new level of training has been established for those who were previously known as Appointed Persons and had done a basic first course. This was the HSE Emergency First Aider at Work (EFAW) course. This course now, no longer exists. The course consisted of a minimum of 6 hours training and certification was renewable ever 3 years.

Since October 2013, the HSE no longer offer accreditation for First Aid. With the exception of St John's and the Red Cross (who have grandfather rights), all First Aid must be accredited via an Ofqual recognised awarding body.

The Emergency First Aider qualification has been introduced to enable organisations to provide a basic level of first aid provision where a needs assessment identifies that a dedicated fully trained First Aider is not necessary. They are trained to:

- Take charge when someone is injured or ill, including calling an ambulance if required;
- Provide emergency first aid to injured or ill persons until more expert help arrives;
- Look after the first aid equipment, e.g. restocking the first aid box.

They should not attempt to give first aid for which they have not been trained.

Every squad/team will have a nominated Emergency First Aider or an Appointed Person with basic first aid training, to provide help to any injured or ill player until more expert help arrives. This training is suitable for any member of the team management, coaching staff or a volunteer. Having a number of individuals trained to this level will ensure that this basic level of cover is available at all matches and training sessions.

In HSE Regulations, the Appointed Person role remains and there will continue to be no regulatory requirement for such personnel to undertake first aid training. Although appointed persons may undertake basic first aid training they would not be formally recognised as "First Aiders" in HSE regulatory terms.

While the Ofqual regulated EFAW qualification is not necessary for clubs that are not subject to the HSAW Act, running or providing access to such a course provides individuals with a recognised transferable qualification.

Examples of suitable courses:

- RFU Emergency First Aid Course (Level 2 Ofqual Qualification). Includes training on common rugby injuries.
- Ofqual accredited FAW Course.
- St John Ambulance Sports First Aid course
- Red Cross Basic First Aid Course

The RFU course has been developed to meet the needs of the manager, coach or volunteer providing first aid on the pitch side in rugby. It also meets the needs of the Ofqual Regulated EFAW qualification so is transferable into the workplace setting.

If selecting an alternative course, clubs should ensure that it meets their needs. Issues to consider:

- Any courses should have a quality assurance process (shown by an accreditation mark from a body such as Ofqual) and a refresher training programme.
- The course should cover both common rugby injuries (such as concussion) and rare but serious injuries (such as spinal injury) in sufficient detail.
- What experience and qualifications does the trainer have? E.g. medical background, years of tutor experience, knowledge of rugby.
- How many people will be in the training session? Suggested maximum: 12 per trainer.
- What insurance does the trainer have? E.g. personal liability cover.
- What resources are provided for out of course learning? E.g. training manual.

### **First Aider**

All First Aiders will hold a current First Aid certificate issued by a recognised awarding body i.e. Ofqual approved training organisation, Red Cross or St John Ambulance.

Club employees may actually fall under the Health and Safety (First Aid) Regulations 1981 (SI 1982 No 917) and will need to refer to these. Further guidance is available at [www.hse.gov.uk/firstaid/](http://www.hse.gov.uk/firstaid/)

The first aid landscape is not clearly defined (except for those subject to the Health & Safety at Work (H&SAW) Act). The HSE regulations do however provide a benchmark, and a club First Aider should undergo training to the same level as First Aid at Work (FAW), which is a three day course.

SRUFC consider it appropriate to have a small number of club officials and/or volunteers trained to this level.

In the event that SRUFC decide to engage the services of trained first aiders from outside the club, it is the club's responsibility to check that the individuals are appropriately trained and experienced.

Examples of suitable courses:

- Ofqual accredited First Aid at Work
- St John Ambulance Activity First Aid course
- Red Cross Standard Certificate in First Aid course.

Holders of an Ofqual Regulated First Aid at Work certificate must undergo re-certification every 3 years and it is strongly advised that they undertake refresher training on an annual basis. Certificates bearing the wording HSE accredited, will not be recognised, as this accreditation expired in October 2013.

### **Therapists**

There are a number of different therapists involved in sport, examples are set out below. SRUFC will ensure that the individual therapist have the relevant qualifications, experience and insurance for the role. Therapists will be required to provide evidence of registration with or membership of their relevant regulatory body or society to help SRUFC in the due diligence process.

### **Sports Rehabilitators**

Are required to be registered as a full member with BASRaT (British Association of Sports (pending BASRaT's application for inclusion of members on Health Professions Council) and have appropriate experience and training in first aid or immediate care. Further Information / RFU Guidance can be obtained by visiting [www.basrat.org](http://www.basrat.org)

### **Sports Therapist.**

Are required to be registered as a full member with the Society of Sports Therapists, and have appropriate experience and training in first aid or immediate care. First Aid training is mandatory in Sports Therapy degree programmes recognised by the Society. Further Information / RFU Guidance can be obtained by visiting [www.society-ofsports-therapists.org](http://www.society-ofsports-therapists.org)

### **Sports Massage Therapist**

Are required to be registered as a full member with the Sports Massage Association at Level 3 or 4 membership, and have appropriate experience and training in first aid or immediate care. Further Information / RFU Guidance can be obtained by visiting [www.sportsmassageassociation.org](http://www.sportsmassageassociation.org)

### **Osteopath.**

Are required to be registered with the General Osteopathy Council (HPC) as an Osteopath and have appropriate experience and training in immediate care. Further Information / RFU Guidance can be obtained by visiting [www.osteopathy.org.uk](http://www.osteopathy.org.uk)

### **Chiropractor.**

Are required to be registered with the (HPC) as a Chiropractor, and have appropriate experience and training in immediate care. Further Information / RFU Guidance can be obtained by visiting [www.gcc-uk.org](http://www.gcc-uk.org)

### **Health Care Professionals**

Should SRUFC decide to engage the services of a health care professional. When doing so they will ensure that the individual is appropriately trained, experienced and insured. SRUFC will provide a formal agreement which covers roles and responsibilities. These individuals will have their own insurance arrangements as a requirement of their regulating body.

### **Options include:**

#### **Paramedic.**

Are required to be registered with the Health Professions Council (HPC) as a State Registered Paramedic and have appropriate experience in providing cover for rugby or other contact sports. If working outside the NHS they will require their own indemnity insurance. Registration status can be checked at [www.hpc-uk.org/](http://www.hpc-uk.org/)

#### **Nurse.**

Are required to be registered with the United Kingdom Central Council for Nursing, Midwifery and Health Visiting (UKCC), and have appropriate experience and training in immediate care. A nurse's registration status can be checked at [www.nmc-uk.org/](http://www.nmc-uk.org/)

#### **Physiotherapist.**

Are required to be registered with the Health Professions Council (HPC) as a Physiotherapist and have appropriate experience and training in immediate care. Registration status can be checked at [www.hpc-uk.org/](http://www.hpc-uk.org/). Further Information / RFU Guidance on physiotherapists is available at [www.csp.org.uk](http://www.csp.org.uk)

#### **Doctor.**

Are required to be registered with the General Medical Council (GMC), and have appropriate experience and training in immediate care. A doctor's registration status can be checked at [www.gmc-uk.org](http://www.gmc-uk.org)

Examples of immediate care courses approved or accredited by the Faculty of Prehospital Care (Royal College of Surgeons of Edinburgh) available include:

- RFU Pitch Side Immediate Trauma Care Course (PSITCC)
- Rugby Football League Course
- Jockey Club Course
- Resuscitation and Emergency Medicine On-field Course (REMO)
- AREA Course (Football Association)
- Pre-Hospital Emergency Care Course



- BASICS Immediate Care Course
- Advanced Trauma Life Support Course (orientated towards hospital-based care)

## LEVELS OF PROVISION

SRUFC will ensure that the level of cover that it is reasonable and practicable to provide will depend on the individual circumstances of the event being covered.

Should the need arise (large scale tournaments or events) depending on resources, and where it is reasonable to do so, SRUFC will consider engaging the services of health care professionals and providing appropriate equipment and facilities.

Guidelines on the appropriate level of provision are provided at Annex A, although the actual level of provision will depend the club's risk assessment and resources.

Teams will provide their own cover, even when playing away fixtures. The following situations may occur however:

- a) Where it is appropriate for a single provider to cover the home and away teams, it will usually be the home team that is responsible for provision although this must be agreed in advance to avoid confusion, as the visiting team has a shared responsibility to ensure provision. This agreement should be made with SRUFC Medical Officer.
- b) Where a game is arranged at a neutral venue, the organiser is responsible for ensuring the appropriate level of provision. This could be provided by the venue but again, this must be agreed in advance with SRUFC Medical Officer, to avoid confusion.

## **Mandatory Action**

### **Levels of Cover**

SRUFC will operate under the RFU guidelines for the level of First Aid cover, enhanced where necessary should a Risk Assessment determine additional cover is required.

Where matches or training are on more than one site, each site will require the appropriate level of cover. Where the guidelines indicate that a First Aider may cover more than one pitch, Emergency First Aiders provide pitch side cover, with the First Aider available and easily contactable by radio or mobile telephone.

The First Aid personnel which may be used are prescribed in the table below:- See Annex A

## Mandatory Action - First Aid Officer

### First Aid Training

- Co-ordinate appropriate first aid training for First Aiders to REFAS (RFU Emergency First Aid for Sport) certification or equivalent.
- Organise and run an annual pre-season briefing meeting for all First Aiders and any others during the season if necessary.
- Investigate and advise on First Aid CPD courses.
- Make First Aiders aware when their certification lapses (REFAS is 3 years).

## Information / RFU Guidance

### FIRST AID EQUIPMENT

In line with the completed Risk Assessment (Annex 3), the minimum level of first aid equipment is a suitably stocked first aid box for the club house and first aid bags for pitch-side trained personnel.

A suggested contents list for a basic pitch side first aid bag is available from the RFU website ([www.rfu.com/ManagingRugby/FirstAid](http://www.rfu.com/ManagingRugby/FirstAid)).

A range of first aid bags and equipment for pitch-side use are available from the official partner of RFU community rugby; Mobilis Healthcare ([www.mobilishealthcare.com/sport](http://www.mobilishealthcare.com/sport))

First aid equipment will be provided appropriate to the level of training of the first aider or immediate care provider.

Although there is no specified review timetable, many items, particularly sterile ones, are marked with expiry dates. They should be replaced by the dates given and expired items disposed of safely. In cases where sterile items have no dates, it would be advisable to check with the manufacturers to find out how long they can be kept. For non-sterile items without dates, it is a matter of judgement, based on whether they are fit for purpose.

All coaches or members with first aid responsibilities should review their First Aid kits on a monthly basis to ensure that expiry dates are not exceeded. The club Medical Officer will carry out a periodic audit of all first aid kits to ensure compliance with this.

## Information / RFU Guidance

### FIRST AID FACILITIES

Should the First Aid Risk assessment identify this as necessary and reasonably practicable, SRUFC will provide a suitable first aid room. The room should be warm, have good lighting, and contain essential first aid facilities and equipment. Suggested contents include the following:

- A sink with hot and cold running water
- Drinking water and disposable cups
- Soap and paper towels
- A refuse container
- A store for first aid materials
- A container for the safe disposal of clinical waste
- A couch with waterproof protection, clean pillows and blankets
- A chair
- A telephone or other communication equipment
- A record book for recording incidents where first aid has been given.

Wherever possible, the room should be reserved specifically for providing first aid and your designated person (first aider or appointed person) should be given responsibility for the room. It should be easily accessible to stretchers and be clearly signposted and identified.

### **Mandatory Action**

#### **First Aid Equipment & Stocks**

- Provide First Aid bags to each First Aider. Each bag will be clearly labelled with the First Aider's name.
- Ensure that the contents of the bags meet the minimum requirements for basic first aid equipment set by the RFU and each bag contains a Contents List.
- Ensure that every First Aid bag has the SRUFC address & post code and access details to the grounds.
- Ensure that every bag has at least four Report of Accident/Incident Forms or access to the ProActive App
- Ensure that there is an adequate supply of re-stock items and that stock is kept in a secure place.
- Ensure that First Aiders have appropriate access to First Aid stocks.
- Ensure First Aid stocks are not out of date and those that are, are safely disposed of.
- Provide First Aiders with a Hi-viz waistcoat.

#### **First Aid / Physio Room**

- Ensure that the First Aid/Physio room is equipped to the appropriate standard and is restocked as necessary.

#### **FIRST AID SIGNS**

All First Aid at Work first aid boxes must have a white cross on a green background. Similarly, first aid rooms should be easily identifiable by white lettering or a white cross on a green background. The signs should be placed where they can be seen and easily identified.

## Information / RFU Guidance

### RECORD KEEPING

SRUFC will provide First Aiders with a book in which to record incidents that required their attendance. The Information / RFU Guidance kept will help to identify injury and accident trends and possible areas for improvement in the control of health and safety risks. It can also be used for reference in future risk assessments. This record book is not the same as the statutory accident book required under the H&SAW Regulations, though the two could be combined.

Useful Information / RFU Guidance to record might include:

- Date, time and place of incident
- Name and job of the injured or ill person
- Details of the injury/illness and what first aid was given
- What happened to the person immediately afterwards (for example went home, went back to work, went to hospital)
- Name and signature of the first aider or person dealing with the incident.

## Mandatory Action

### Record Keeping & Administration

- Maintain a Register of Medical Declarations and next of kin details of all players
- Maintain a Register of all Coaches & other age Group helpers
- Maintain a Register of First Aiders, - their contact details, qualifications, recertification dates, leavers, joiners.
- Maintain a Directory of visiting Clubs – addresses, contact details of key personnel
- Keep File of all Injury Reports
- Keep a record of First Aid bags and Hi Viz jackets issued
- Keep Check list for First Aid Bag contents
- Issue each new First Aider with a “SRUFC First Aid Guidelines” pack
- Keep an inventory of medical supplies and restock as necessary
- Keep Cashbook and receipts for expenditure on First Aid and related supplies
- Keep a small stock (4 copies) of the “RFU Reportable Injury Event Report”
- Keep a small stock (10 copies) of SRUFC Injury Report
- Keep a small stock (10 copies) of Risk Assessment Forms
- Issue visiting Clubs with SRUFC First Aid Guidelines
- Keep the RFU Serious Injury Response Protocol procedures

The first aider or appointed person will be responsible for the book. However, the Medical Officer will retain overall responsibility for ensuring that records are maintained on behalf of SRUFC.

## Information / RFU Guidance

### REPORTING OF INJURIES

Employees will be subject to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995. For those there is a legal requirement to report accidents and ill health at work. Information / RFU Guidance on this is given on the HSE website.

The RFU's injury reporting requirements are detailed on the RFU website ([www.rfu.com/ManagingRugby/FirstAid/Injuries.aspx](http://www.rfu.com/ManagingRugby/FirstAid/Injuries.aspx)) and in the RFU Handbook.

## Mandatory Action

### Injury Reporting

- Issue Injury Report procedure for First Aiders for dealing with an incident or accident.
- Oversee and be custodian of all Injury Reports made by First Aiders.
- Make recommendations of changes to SRUFC policy if certain patterns of injury become evident in future risk assessments.
- For serious injuries reportable under "Reportable Injury Event" (RIE), obtain the completed RIE from the FA or EFA, within 24 hours of the incident, ensure that it has been completed properly and forward it to the RFU Sports Injury Administrator within 48 hours of the accident.

## Mandatory Action

### Responsibilities of the Head Coach & other Team Coaches

The following responsibilities are placed upon Head Coaches and his / her Coaching Team with respect to First Aid provision for their age group. Primarily the Head coach & coaching staff are responsible for engaging with the parents to ensure that a child is fit to play rugby on arrival at the club. We require notification in advance of any session of any recent injuries sustained by a child, especially relating to concussion & head injuries.

The other responsibilities include:

### Volunteer First Aiders

- Encourage suitable volunteers to become FAs for the Youth Section and EFAs for the age group.
- Explain briefly to potential FAs / EFAs their role and the commitment they are expected to make.
- Act with the First Aid Officer in expediting courses and certification at the earliest opportunity.

### **First Aiders in attendance**

- Ensure appropriate number of FAs / EFAs attend training sessions, fixtures and festivals both at home and away. There should always be at least one FA at the venue and one EFA per Team whether home or away.

### **In the event of an accident or incident**

The Head Coach or if absent another Coach on duty will:

- Act swiftly and prevent any further danger to the injured person e.g. stop others training nearby.
- Alert the EFA who should take appropriate Mandatory Action for injuries and if at all possible remain with the injured person throughout, until recovery or the arrival of EMS.
- Delegate the welfare of the rest of the players to another Coach or responsible person so that they are adequately supervised.
- Remain with EFA and act under their direction until released
- In the event that the EFA wishes an FA to be in attendance or take over, and if asked to do so, summon the FA.
- In the event of an injury requiring specialist treatment, and if asked to do so by the EFA/FA, call the emergency services. Give the postcode and details for ambulance access.
- Collect together the injured person's belongings.
- Identify the injured person's parent/guardian/next of kin if present.
- Obtain contact details of injured persons next of kin for the First Aider using the "Accident/Incident Form"
- In an injury or accident situation, it is the FA/EFA that is in charge.
- Accept the decision of the FA/EFA in allowing or disallowing a player to continue in a game or with training.

### **Responsibilities of the Emergency First Aider - EFA**

#### **Certification & Suitability**

- EFA must have a formal First Aid qualification such as REFAS – RFU Emergency First Aid for Sport. Further details can be obtained from the First Aid Officer.
- Other certifications may also be appropriate and these should be discussed with the First Aid Officer
- Should certification be nearing expiry, recertification, should be completed in a timely manner.
- The First Aid Officer must be kept informed of any change in status of certification or license which may prevent or limit your ability to undertake Emergency First Aid.
- Please inform the First Aid Officer if you suffer from any illness, disease or are taking medication which might hinder or prevent or make you unsuitable to deliver First Aid as described in this document.

## Emergency First Aid Principles

The aims and priorities of Emergency First Aid are to:

- Preserve life
- Prevent the situation from worsening
- Promote recovery

### **ONLY ACT WITHIN THE LIMIT OF TRAINING.**

- It is acknowledged that for potentially serious injuries the aim of first aid is to keep a player safe until emergency services or appropriate professional attention is available.
- It is recommended that all treatment procedures are explained fully to the injured person and verbal consent is given before they are carried out.
- It is recommended that if treating an area of the body which is potentially embarrassing to a young person (i.e. the groin) a suitable adult (ideally a parent) acting as a chaperone should be present.

### **In the event of an accident or incident**

- Do not put yourself in danger.
- Act swiftly and prevent any further danger to the injured person e.g. stop others training nearby.
- Ensure that a Coach is in attendance with you to assist if necessary and until you are ready to release him.
- Remain with the injured person throughout, until recovery or the arrival of EMS.
- If in doubt about what to do, ask the coach to summon the FA. If the FA is unavailable or could be delayed and the EFA feels unable to cope with the situation ask the coach to contact the Emergency Medical Services (EMS) immediately. Give the postcode and details for ambulance access.
- Ask the Coach to:-
  - Collect together the injured person's belongings.
  - Identify the injured person's parent/guardian/next of kin if present.
  - Obtain contact details of injured persons next of kin for the First Aider using the "Accident/Incident Form"
- If the injury isn't life threatening or serious enough for EMS to be called, you may still assess the player as unsuitable to carry on with the activity, in which case let the Coach know your decision. SRUFC's policy is that the FA or EFA decision overrides that of the Coach.
- Record the Accident/incident or Injury.

## **Mandatory Action**

### **Reporting Accident/Incident/Injuries**

There are three levels of accident, incident or injury reporting required depending on both who we are reporting to and the severity of the issue that we are reporting. However, please remember that in all cases best practice would always be to inform the child's parents, guardian or carers as soon as possible.

In any case where you are unsure of what to do, please contact the duty First Aid Manager if we are at home or the First Aid Officer wherever we are.

The three reporting levels are

### **Reporting Accident/Incident/Injuries to the RFU**

Any accident, incident or injury which results in death or admission to hospital requires reporting to the RFU within 72 hours. There is an RFU Reportable Injury form which will need to be completed and returned to the First Aid Officer within this timescale.

### **Reporting Accident/Incident/Injuries to the First Aid Officer**

Any accident, incident or injury which results in the child being permanently removed from the pitch for the remainder of the session after any accident, incident or injury death requires reporting to the First Aid Officer within 72 hours. There is an SRUFC Report of Injury/Accident Form which will need to be completed and returned to the First Aid Officer within this timescale.

Please be vigilant around head injuries and concussion and your requirement to report them promptly.

### **Reporting Accident/Incident/Injuries to the child's parents/guardian or carer**

Any accident, incident or injury which results in the child being temporarily removed from the pitch for any part of the session after any accident, incident or injury death requires reporting to the child's parent/guardian or carer within 24 hours. This can be done in person, by phone or by email, copying the First Aid Officer in to any written reporting.

Again, please be vigilant around head injuries and concussion and your requirement to report them promptly.

### **First Aid Equipment**

- Check and restock the First Aid bags according to the content list before every match or training session.  
The check should include the First Aid Equipment, Accident/Incident Report Form, RFU Reportable Injury Form, a pen, Address and post code of venue, contact details of the Emergency Services.
- EFAs are provided with a Hi-viz waistcoat, which they must wear whilst on duty at games or training so that they are clearly visible and identified quickly.
- EFAs must ensure that sterile items are disposed of if past their expiry date.



## **Risk Assessment**

- EFAs will carry out a risk assessment of the field of play before the start of every game or training session to identify risks and hazards on the pitch. A Risk Assessment template should be used for this purpose.
- Any identified risks should be reported to the Coach prior to the start of activities and it is the Coach's responsibility to rectify or remove the hazard.

## **Responsibilities of the First Aider - FA**

### **Certification & Suitability**

- FA must have a formal First Aid qualification completing courses such as:
- Ofqual accredited First Aid at Work
- St John Ambulance Activity First Aid course
- Red Cross Standard Certificate in First Aid course.

Further details can be obtained from the First Aid Officer.

- Other certifications may also be appropriate and these should be discussed with the First Aid Officer.
- Should certification be nearing expiry, recertification, should be completed in a timely manner.
- The First Aid Officer must be kept informed of any change in status of certification or license which may prevent or limit your ability to undertake Emergency First Aid.
- Please inform the First Aid Officer if you suffer from any illness, disease or are taking medication which might hinder or prevent or make you unsuitable to deliver First Aid as described in this document.

## **Emergency First Aid Principles**

The aims and priorities of Emergency First Aid are to:

- Preserve life
- Prevent the situation from worsening
- Promote recovery

### **ONLY ACT WITHIN THE LIMIT OF TRAINING.**

- It is acknowledged that for potentially serious injuries the aim of first aid is to keep a player safe until emergency services or appropriate professional attention is available.
- It is recommended that all treatment procedures are explained fully to the injured person and verbal consent is given before they are carried out.
- It is recommended that if treating an area of the body which is potentially embarrassing to a young person (i.e. the groin) a suitable adult (ideally a parent) acting as a chaperone should be present.

### **In the event of an accident or incident**

- FAs are likely to have to cover more than their age group during games, festivals or training.
- Do not put yourself in danger.
- Act swiftly and prevent any further danger to the injured person e.g. stop others training nearby.
- Ensure that a Coach or EFA is in attendance with you to assist if necessary and until you are ready to release them.
- Takeover the management of the injured person from an EFA when summoned to do so.
- Remain with the injured person throughout, until recovery or until an EFA is able and willing to takeover or the arrival of EMS.
- If in doubt about what to do, or you feel unable to cope with the situation ask the Coach/EFA to contact the Emergency Medical Services (EMS) immediately. Give the postcode and details for ambulance access.
- Ask the Coach / EFA to:-
  - Collect together the injured person's belongings.
  - Identify the injured person's parent/guardian/next of kin if present.
  - Obtain contact details of injured persons next of kin for the First Aider using the "Accident/Incident Form"
- If the injury isn't life threatening or serious enough for EMS to be called, you may still assess the player as unsuitable to carry on with the activity, in which case let the Coach know your decision. SRUFC's policy is that the FA or EFA decision overrides that of the Coach.
- Record the Accident/incident or Injury.

### **Responsibilities of the Parent/Guardian/Carer**

It is the responsibility of the child's parent to notify us of any medical condition on the annual registration form. The registration form also requires a signature from the parent to consent for us to dispense first aid as & when required. We would also require notification of any significant changes in the medical condition or any new conditions during the season.

It will always be the responsibility of the parent to ensure that they dispense any medicine to their child, such as a Ventolin inhaler for example.

It is also the responsibility of the parent to notify us in the event that their child has been involved in an accident, incident or injury in the week prior to a rugby session. This is especially important if the injury was a head injury or the child was concussed.

## **DISCIPLINE**

RFU Regulation 9.2 states that:

The safety of all players is of paramount importance and therefore all clubs must ensure that, wherever the game is played or training is conducted:

- a) there is appropriate first aid cover and equipment provided, determined by an appropriate and properly conducted risk assessment;
- b) there is access to a telephone to ensure emergency services can be called immediately; and
- c) there is clear vehicular access for an ambulance or other emergency vehicle.

Failure to comply with this regulation could result in disciplinary Mandatory Action being taken against clubs. SRUFC will ensure that these Mandatory Actions are carried out.

## **LEGAL LIABILITY**

It is very unlikely that any Mandatory Action would be taken against a first aider who was using the first aid training they have received. The RFU Compulsory Insurance provides cover for first aiders carrying out their duties for the club (clubs should however, check their insurance policies and satisfy themselves that they have adequate cover).

SRUFC will check that any healthcare professionals, who are engaged to provide services, have their own indemnity.

Failure to comply with RFU Regulation 9 may invalidate any Public Liability cover.

## **SUMMARY**

SRUFC are responsible for providing an appropriate level of care to the players, members and spectators using their facilities. There is considerable variation in level of care that that would be considered appropriate and this will depend on the individual circumstances at the club, venue or event. It will also depend on what is reasonably practicable for the club or organiser to provide. An individual risk based approach is therefore the most appropriate to take, in determining the requirement.

Additional Information / RFU Guidance and guidance can be obtained from the RFU Community Rugby Medical Dept, email [health@rfu.com](mailto:health@rfu.com)

Guidelines for Minimum Level of Cover for Matches					
Adult League Level	Immediate Care Practitioner	First Aid Trained Therapist	First Aid	Emergency First Aider	Dedicated First Aid Room/Tent
Men's Level 9			1 per 30 players	1 per team	
Men's Level 10			1 per 60 players	1 per team	
Men's Level 11			1 per 60 players	1 per team	
Men's adult /U18 CB/County Representative teams and/or Regional Women's teams	1 per team			1 per team	YES
Men's and Women's U16 & below CB/County Representative teams		1 per 30 players		1 per team	YES

Where matches or training are on more than one site then each site will require the appropriate level of cover

Playing Level (Men's and Women's)	Immediate Care Practitioner	First Aid Trained Therapist	First Aid	Emergency First Aider	Dedicated First Aid Room/Tent
University (Playing outside national club league structure )			1 per 60 players	1 per team	
FE College			1 per 60 players	1 per team	
Club/School U18			1 per 60 players	1 per team	
Club/School U13 – U16			1 per 120 players	1 per team	
Club/School U7 – U12			1 per 200 players	1 per team	
Adult/U18 Tournament	1 per venue		1 per 30 players	1 per team	Yes
U13 – U16 Tournament/Festival	1 per venue		1 per 120 players	1 per team	Yes
U7 – U12 Tournament/Festival	1 per venue		1 per 200 players	1 per team	Yes

**Notes:**

1. Where matches or training are on more than one site then each site will require the appropriate level of cover
2. Where the guidelines indicate that a First Aider may cover more than one pitch, Emergency First Aiders provide pitch side cover, with the First Aider available and easily contactable by radio or mobile telephone.

<b>Types of Practitioner</b>		
<b>Immediate Care Practitioner</b>	<b>First Aid Therapist</b>	<b>First Aid</b>
IC trained Doctor	First Aid trained Physiotherapist	First Aid trained Physiotherapist
IC trained Physiotherapist	First Aid trained Graduate Sport Rehabilitator	First Aid trained Graduate Sport Rehabilitator
IC trained Graduate Sport Rehabilitator	First Aid trained Sports Therapist	First Aid trained Osteopath
IC trained Osteopath	First Aid trained Osteopath	First Aid trained Chiropractor
IC trained Chiropractor	First Aid trained Chiropractor	First Aid trained Sports Therapist
State Registered Paramedic	First Aid trained Sports Massage Therapist	First Aid trained Sports Massage Therapist
IC trained Nurse		First Aid trained Coach
		St John Ambulance First Aider
		Red Cross First Aider
		First Aid trained Nurse
		First Aid trained Volunteer

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# FIRST AID RISK ASSESSMENT FOR RUGBY CLUBS



First Aid provision at Rugby Clubs will differ depending upon the individual Clubs requirements, the facilities available and the use of the Club facilities i.e. parties / functions etc. The first aid requirement for players, officials and spectators during matches is covered under separate RFU guidance. As with all organisations, first aid provision should be determined by conducting a first aid risk assessment / first aid need analysis. The risk assessment / needs analysis should identify the hazards present at the Rugby Club which could result in first aid treatment and which will determine the contents of the first aid kit, the number of trained first aiders and the training requirement of the first aiders (Emergency First aid in Rugby Union, First Aid at Work, Immediate Care in Sport) etc. Part of the needs analysis should include the following; (use the comments box to record your current situation to assess your needs).

Question	YES	NO	Comments
Does every team in the club have an appropriately stocked first aid kit bag available pitch-side for both training and matches?	<p>There should be a process in place for ensuring all first aid kits are kept fully stocked. Good practice would be to have an individual (i.e. Physio and RugbySafe lead) who is responsible for ordering and managing stock.</p> <p>Many first aid items, particularly sterile ones, are marked with expiry dates. They should be replaced by the dates given and expired items disposed of safely. In cases where sterile items have no dates, it is advisable to check with the manufacturers to find out how long they can be kept. For non-sterile items without dates, it is a matter of judgement, based on whether they are fit for purpose.</p> <p><b>Please refer to the “Further Information” box below.</b></p>	<p>The minimum recommended guidelines for equipment are that every team (including age grade teams) have a designated first aid bag that is readily available at all training sessions and matches.</p> <p>It is also important to identify a process for ensuring all first aid kits are kept fully stocked. Good practice would be to have an individual (i.e. Physio and RugbySafe lead) who is responsible for ordering and managing stock.</p> <p><b>Please refer to the “Further Information” box below.</b></p>	
Does the club have or stock additional first aid / medical equipment such as spinal boards or Automated External Defibrillators (AED)	<p>It is important that all first aid and medical equipment is stored appropriately, regularly checked and maintained as appropriate.</p> <p>Spinal boards, scoops and other specialist equipment should only be used by appropriately trained individuals.</p> <p>It is recommended that clubs have a folding stretcher available for use by the ambulance services and other appropriately trained individuals if required.</p> <p><b>Please refer to the “Further Information” box below.</b></p> <p>For clubs with an <b>Automated External Defibrillators (AEDs)</b> it is crucial that it is regularly checked and maintained. It is strongly advised that the AED unit(s) is registered with the local ambulance service. The RFU are working with the Community Heartbeat Trust to provide guidance and support on the purchasing, governance and maintenance of AEDs for more information go to: <a href="http://www.communityheartbeat.org.uk/rugby-clubs-schools">www.communityheartbeat.org.uk/rugby-clubs-schools</a></p>	<p>Before acquiring any additional first aid or medical equipment such as spinal boards it is important to consider whether it is required. Spinal boards and other specialist equipment should only be used by appropriately trained individuals, therefore clubs should consider the value of purchasing such equipment board if there is no one trained to use it. In most cases, only Health Care Professionals and Immediate Care Practitioners (not First Aiders) are trained to use such equipment.</p> <p>It is recommended that clubs have a folding stretcher available for use by the ambulance services and other appropriately trained individuals if required.</p> <p><b>Please refer to the “Further Information” box below.</b></p> <p>Clubs may want to consider having an Automated External Defibrillators (AED) available on site. The RFU are working with the Community Heartbeat Trust to provide guidance and support on the purchasing, governance and maintenance of AEDs for more information go to: <a href="http://www.communityheartbeat.org.uk/rugby-clubs-schools">www.communityheartbeat.org.uk/rugby-clubs-schools</a></p>	

### FURTHER INFORMATION: RFU APPROVED FIRST AID KITS

For more information on first aid kits including a suggested contents list for a basic pitch side first aid bag to go: [www.englandrugby.com/rugbysafe/playing-environment/](http://www.englandrugby.com/rugbysafe/playing-environment/)

RFU approved discounted first aid kits and contents are available along with other club discounts through England Rugby Deals [www.englandrugbydeals.com](http://www.englandrugbydeals.com) or at [www.medtree-rugby.co.uk](http://www.medtree-rugby.co.uk)

## FIRST AID RISK ASSESSMENT FOR RUGBY CLUBS

Question	YES	NO	Comments
Does the club have a specifically allocated first aid room?	<p>Wherever possible, the room should be reserved specifically for providing first aid and an individual (i.e. Physio and RugbySafe lead) should be given responsibility for the room. It should be easily accessible to stretchers and be clearly signposted and identified. The designated first aid room should include:</p> <ul style="list-style-type: none"> <li>• A sink with hot and cold running water;</li> <li>• A refuse container;</li> <li>• A store for first aid materials;</li> <li>• A container for the safe disposal of clinical waste;</li> <li>• A couch with waterproof protection, clean pillows and blankets;</li> <li>• A telephone or other communication equipment;</li> <li>• A record book for recording incidents where first aid has been given.</li> </ul> <p>More information on what a first aid room should include is available at: <a href="http://www.englandrugby.com/rugbysafe/playing-environment/">www.englandrugby.com/rugbysafe/playing-environment/</a></p>	<p>Clubs should consider if it is necessary and reasonably practicable to have an allocated first aid room. Ideally this room should be designated for the sole use as first aid room and contain specific requirements such as a first aid equipment store and a clinical waste disposal.</p> <p>More information on what a first aid room should include is available at: <a href="http://www.englandrugby.com/rugbysafe/playing-environment/">www.englandrugby.com/rugbysafe/playing-environment/</a></p>	
<b>Provision / Personnel</b>			
Are all first aiders qualified to a minimum of Emergency First Aid at Work or equivalent?	<p>It is important to ensure that all qualifications meet the minimum level, the Emergency First Aid at Work is regarded as the national standard; any equivalent qualifications should be in line with the curriculum set by the HSE and have a minimum of 7 face to face learning hours.</p> <p>Whilst it is not mandatory it is recommended that first aiders in rugby clubs attend the Emergency First Aid in Rugby Union (EFARU) course which has been specifically developed to cover the first aid needs in rugby. More information on appropriate qualifications and the EFARU go to <a href="http://www.englandrugby.com/rugbysafe/education/first-aid">www.englandrugby.com/rugbysafe/education/first-aid</a></p> <p>It is important to ensure that all qualifications are kept up to date in most cases a first aid qualification lasts 3 years.</p> <p>The only first aid qualification that can be listed on an individual's GMS profile is the EFARU qualification (which will be automatically uploaded on upon course completion). However, all designated first aiders should be assigned the role on GMS.</p>	<p>The minimum qualification for a designated first aider is the Emergency First Aid at Work (EFAW) or equivalent. The EFAW is regarded as the national standard; any equivalent qualifications should be in line with the curriculum set by the HSE and have a minimum of 7 face to face learning hours.</p> <p>Whilst it is not mandatory it is recommended that first aiders in rugby clubs attend the Emergency First Aid in Rugby Union (EFARU) course which has been specifically developed to cover the first aid needs in rugby. More information on appropriate qualifications and the EFARU go to <a href="http://www.englandrugby.com/rugbysafe/education/first-aid">www.englandrugby.com/rugbysafe/education/first-aid</a></p>	

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Question	YES	NO	Comments
<p><b>Is there a qualified first aider (based on minimum recommended guidelines) allocated to each team for both training and matches</b></p>	<p>The minimum recommended guidelines for first aid provision are available at <a href="http://www.englandrugby.com/rugbysafe/playing-environment">www.englandrugby.com/rugbysafe/playing-environment</a></p> <p>The minimum qualification for a designated first aider is the Emergency First Aid at Work or equivalent, more information on appropriate qualifications and details of the Emergency First Aid in Rugby Union course which has been specifically developed to cover the first aid needs in rugby go to <a href="http://www.englandrugby.com/rugbysafe/education/first-aid">www.englandrugby.com/rugbysafe/education/first-aid</a></p> <p>There should be a process in place for ensuring all teams have appropriate first aid provision for all training sessions and matches. Clubs should allocate an individual (i.e. RugbySafe lead) who is responsible for ensuring all qualifications are kept up to date and managing the first aid provision such as ensuring that a team has first aid cover should the regular first aider be away.</p>	<p>The minimum recommended guidelines state that there should be an appropriately qualified first aider present at all training sessions and matches. The type of qualification/personnel required will depend on number of factors including playing level and format i.e. standard match or festival. The minimum recommended guidelines for first aid provision are available at <a href="http://www.englandrugby.com/rugbysafe/playing-environment">www.englandrugby.com/rugbysafe/playing-environment</a></p> <p>The minimum qualification for a designated first aider is the Emergency First Aid at Work or equivalent, more information on appropriate qualifications and details of the Emergency First Aid in Rugby Union course which has been specifically developed to cover the first aid needs in rugby go to <a href="http://www.englandrugby.com/rugbysafe/education/first-aid">www.englandrugby.com/rugbysafe/education/first-aid</a></p> <p>There should be a process in place for ensuring all teams have appropriate first aid provision for all training sessions and matches. Clubs should allocate an individual (i.e. RugbySafe lead) who is responsible for managing the first aider provision.</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p><b>Have all first aiders and coaches completed the online HEADCASE concussion awareness module?</b></p>	<p>Well done!</p> <p>HEADCASE posters and info cards can be ordered by contacting <a href="mailto:rugbysafe@rfu.com">rugbysafe@rfu.com</a>.</p> <p>Please provide a name, delivery address, contact number and required quantities.</p>	<p>It is important that all first aiders and coaches are aware of the potential signs and symptoms of concussion and how to manage a suspected concussion.</p> <p>It is highly recommended that all first aiders and coaches complete the coach version of the online HEADCASE module, it is free to access at <a href="http://www.englandrugby.com/headcase">www.englandrugby.com/headcase</a></p> <p>HEADCASE poster and info cards can be ordered by contacting <a href="mailto:rugbysafe@rfu.com">rugbysafe@rfu.com</a>. Please provide a name, delivery address, contact number and required quantities.</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>

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## FIRST AID RISK ASSESSMENT FOR RUGBY CLUBS

Emergency Action Plan / Incident Management			
Question	YES	NO	Comments
<b>Is there an Emergency Action Plan in place for on-pitch incidents?</b>	<p>Ensure that all relevant personnel are aware of the plan and their role within it. A effective EAP will include (but not limited to):</p> <ul style="list-style-type: none"> <li>• Details of all key club personnel who should be informed</li> <li>• A process to ensure the emergency services are contacted immediately when needed</li> <li>• Details on the information to give to the emergency services e.g. correct postcode.</li> <li>• A clear vehicular access for an ambulance or other emergency vehicle.</li> <li>• How to access to any first aid equipment if appropriate (and trained to use).</li> <li>• Consideration of estimated emergency services attendance time, especially in rural areas.</li> </ul> <p>Copies of the club's EAP should be in every first aid kit as well as a copy displayed appropriately in the club.</p> <p>Good practice would be to have an individual (i.e. Physio and RugbySafe lead) who is responsible for reviewing the action plan and ensuring all relevant personnel are aware e.g. coaches, team managers etc.</p>	<p>An on-pitch Emergency Action Plan (EAP) provides a clear process for what should happen should a serious incident / injury occur.</p> <p>It is recommended that the RugbySafe lead or other relevant individual is responsible for developing and reviewing the action plan; ensuring all relevant personnel e.g. coaches, team managers etc. are aware of the plan and their role within it.</p> <p>A effective EAP will include (but not limited to):</p> <ul style="list-style-type: none"> <li>• Details of all key club personnel who should be informed</li> <li>• A process to ensure the emergency services are contacted immediately when needed</li> <li>• Details on the information to give to the emergency services e.g. correct postcode.</li> <li>• A clear vehicular access for an ambulance or other emergency vehicle.</li> <li>• How to access to any first aid equipment if appropriate (and trained to use).</li> <li>• Consideration of estimated emergency services attendance time, especially in rural areas.</li> </ul> <p>Copies of the club's EAP should be in every first aid kit as well as a copy displayed appropriately in the club.</p>	
Recording and Reporting			
<b>Does the club have a process for recording "on-pitch" incidents and injuries?</b>	<p>Ensure that every first aider is aware of the process and has access to an incident /injury recording book (ideally kept in first aid kit bag).</p> <p>If there is any suggestion that the injury is not an accident, records should be kept in case a claim is ever brought against the club or a coach or referee. In most cases records should be kept for three years, but if the injury is to a child they should be kept for 15 years.</p> <p>Clubs with employees (including paid coaches and players) will be subject to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995. These clubs have a legal requirement to report accidents and ill health at work. Information on this is given by the HSE.</p> <p>More information can be find at <a href="http://www.englandrugby.com/rugbysafe/injury-reporting">www.englandrugby.com/rugbysafe/injury-reporting</a></p>	<p>It is highly recommended that clubs have a process in place to record incidents/injuries on the pitch that required first aid attention. Every first aider should have access to an incident / injury recording book (ideally kept in first aid kit bag). Usually the first aider will be responsible for the book; however clubs retain overall responsibility for ensuring that records are maintained.</p> <p>This record book is not the same as the statutory accident book required under the H&amp;SAW Regulations, though the two can be combined. Useful information to record will include:</p> <ul style="list-style-type: none"> <li>• Date, time and place of incident;</li> <li>• Name and job of the injured or ill person;</li> <li>• Details of the injury/illness and what first aid was given;</li> <li>• What happened to the person immediately afterwards (for example went home, went back to work, went to hospital);</li> </ul> <p>Clubs with employees (including paid coaches and players) will be subject to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995. These clubs have a legal requirement to report accidents and ill health at work. Information on this is given by the HSE. More information can be find at <a href="http://www.englandrugby.com/rugbysafe/injury-reporting">www.englandrugby.com/rugbysafe/injury-reporting</a></p>	

## FIRST AID RISK ASSESSMENT FOR RUGBY CLUBS

Recording and Reporting			
Question	YES	NO	Comments
Does the club monitor and review its on-pitch accidents and injuries on an annual basis?	Where possible, look to use this information to help identify injury and accident trends and possible areas for improvement to reduce the risk of injury. For example, if a number of injuries are occurring in the tackle can there be a training intervention either for the coach and/or players to improve technique.	Monitoring information on injury and accidents (usually by collating information from injury record books) can help you identify injury and accident trends and possible areas for improvement in the control of health and safety risks. It can also be used for reference in future risk assessments.  For example, if a number of injuries are occurring in the tackle can there be a training intervention either for the coach and/or players to improve technique.	
Is the club aware on what injuries should be reported to the RFU?	Reportable Injury Events to the RFU are defined as: <ul style="list-style-type: none"> <li>An injury which results in the player being admitted to a hospital (this does not include those that attend an Accident or Emergency Department and are allowed home from there).</li> <li>Deaths which occur during or within 6 hours of a game finishing.</li> <li>Clubs and schools are also required to report injuries in which artificial grass pitches or equipment such as sports goggles are involved.</li> </ul> More information and the Injury Reporting Form are available at: <a href="http://www.englandrugby.com/rugbysafe/injury-reporting">www.englandrugby.com/rugbysafe/injury-reporting</a>	It is crucial that all reportable Injury events are submitted to the RFU in order the appropriate support to be put in place. Reportable injury events are defined as: <ul style="list-style-type: none"> <li>An injury which results in the player being admitted to a hospital (this does not include those that attend an Accident or Emergency Department and are allowed home from there).</li> <li>Deaths which occur during or within 6 hours of a game finishing.</li> <li>Clubs and schools are also required to report injuries in which artificial grass pitches or equipment such as sports goggles are involved.</li> </ul> More information and the Injury Reporting Form are available at: <a href="http://www.englandrugby.com/rugbysafe/injury-reporting">www.englandrugby.com/rugbysafe/injury-reporting</a>	
General			
Has the Rugby Club reviewed its "off-pitch" accidents in the last 12 months?	Ensure that you have provided any additional items in the first aid kits, reviewed the training requirements and number of kits required based on your review.	Accidents /incidents which have been reported or recorded should be frequently reviewed to ensure the Rugby Club is compliant in its duty under the First Aid at Work Regulations 1981. The review allows the Club to address any additional training and equipment needs and also areas where the Club is exposed to personal injury compensation claims.	
Do members of the public or non-employees frequent the premise?	Whilst not a legal requirement under the First Aid at Work Regulations 1981, it is strongly advised given the nature of the activities which take place at the Rugby Club that basic first aid provision can be offered to non-employees / members of the public. It is good practice to have first aiders on site if events are being held on site.	N/A	
Is the Rugby Club in a remote location which will take the emergency services over 8 minutes to reach?	Consideration needs to be given to how casualties will be transported to hospital if required. In the event of a heart attack which is time critical, is there an automated external defibrillator available and someone trained to use it? In the event of a casualty requiring CPR are there sufficient first aiders to sustain CPR until the emergency services do arrive? In the event of a major bleed caused by grounds maintenance machinery (such as a strimmer, or mower) can the casualty be taken to hospital? Can the bleeding be controlled until the emergency services arrive?	The emergency services can be on site within 8 minutes.	

## FIRST AID RISK ASSESSMENT FOR RUGBY CLUBS



General			
Question	YES	NO	Comments
Do members of staff/ volunteers lone work?	Consider providing lone workers with personal lone worker first aid kits and a means of communicating with other members of staff in the event of an accident.	N/A	
Is the premise spread out with several buildings and or floors and / or across different sites?	Consideration to be given to providing suitably stocked first aid kits in all areas and having a number of first aiders to cover the areas to prevent a delay in attending the casualty	Ensure there are sufficient first aid supplies for the number of people and activities on site and the identified hazards.	..... ..... .....

HAZARDS			
Hazard	Who might be harmed and how?	Current Control Measures	Action Plan/ Further Control Measures
Electricity	Staff, club members, contractors  <b>Harm:</b> Burns, electric shock, heart attack fatality	<ul style="list-style-type: none"> <li>All work on the electrical installation is carried out by competent electrical contractors</li> <li>Contractors will not be required to work on any 'live' electrical circuits</li> <li>The electrical installation is subject to regular inspection and testing to ensure that it is maintained in a 'safe' condition</li> <li>Portable appliances which members of staff and / or volunteers will use are regularly PAT tested</li> <li>Electrical switch rooms, distribution boards, main electrical intake rooms are locked to prevent unauthorised access</li> </ul>	<ul style="list-style-type: none"> <li>When a contractor is appointed to undertake electrical work at the Rugby Club a trained competent first aider should be available on site that has been trained in treating casualties who have been electrocuted (3 day First Aid at Work Qualification) and who know how to protect themselves and the casualty from electrocution. Alternatively, the club should confirm that the contractor has someone trained in this regard.</li> <li>The 1 day Emergency First Aid at Work qualification is not considered sufficient for this hazard and the associated risks</li> <li>You may wish to consider providing burn dressings in the first aid kit in the event a contractor suffers a burn injury as a result of working on the electrical installation</li> <li>Where available an automated external defibrillator can be used on a casualty who is unresponsive and not breathing (once the casualty is no longer at risk of electrocution)</li> <li>Display a guidance poster on how to treat electric shocks in a prominent and relevant area i.e. by distribution boards etc.</li> <li>Contact the emergency services</li> <li>Accident book compliant with BI 510 must be available and the details recorded by a first aider</li> <li>Ensure the accident / incident is investigated and formally recorded</li> <li>The incident may require reporting to the enforcing authority using F2508, ensure that staff / committee members are familiar with these requirements so that reports are made in a timely manner in accordance with the RIDDOR regulations</li> </ul>



<b>HAZARDS Cont'd</b>			
<b>Hazard</b>	<b>Who might be harmed and how?</b>	<b>Current Control Measures</b>	<b>Action Plan/ Further Control Measures</b>
<b>Commercial cooking facilities used to prepare food</b>	Staff and volunteers  <b>Harm:</b> cuts, burns, dehydration, heat exhaustion, slips, trips and falls	<ul style="list-style-type: none"> <li>• Competent kitchen staff/volunteers</li> <li>• Anti-slip flooring provided in kitchens</li> <li>• Appropriate footwear worn by kitchen staff with anti-slip soles</li> <li>• Suitable fire extinguisher provided for the type of cooking taking place</li> <li>• Spills cleaned up as soon as reported</li> <li>• Ventilation provided to ensure the work area does not become excessively hot</li> <li>• Access to drinking water to prevent de-hydration</li> <li>• Appropriate personal protective equipment provided for handling hot or cold products</li> </ul>	<ul style="list-style-type: none"> <li>• Consider a risk assessment on the use of knives</li> <li>• Provide a catering first aid kit in the kitchen compliant with HSE recommended contents (and any additional items as identified from the risk assessment) or the British Standard BS8599-1</li> <li>• Burn dressings to be included given the high risk of burns</li> <li>• First aid cover for the kitchen can be the One day emergency first aid at work qualification</li> <li>• Accident book compliant with BI 510 must be available and the details recorded by a first aider</li> <li>• Ensure the accident / incident is investigated and formally recorded</li> </ul>
<b>Carbon monoxide poisoning from faulty gas appliances</b>	Staff, volunteers, club members, visitors  <b>Harm:</b> carbon monoxide poisoning, loss of consciousness, fatality	<ul style="list-style-type: none"> <li>• All gas appliances including appliances in the kitchen are regularly maintained by a Gas Safe Registered engineer</li> <li>• Annual Gas Safety checks are carried out (where the premise is owned by a Landlord / Managing Agent, they are responsible for carrying this out)</li> <li>• Carbon monoxide detectors have been installed according to the manufacturers recommendations in close proximity to the gas appliances</li> </ul>	<ul style="list-style-type: none"> <li>• Where this is suspected the first aid cover needs to be able to spot the signs of carbon monoxide poisoning, call the Emergency Services and where the casualty is unresponsive check the airways, open the airways and perform CPR</li> <li>• 3 day First Aid at Work trained first aider is required for such incidents</li> <li>• Standard first aid kit to treat any injuries associated with loss of consciousness</li> <li>• Where the casualty has suffered burns from the appliance and cannot be moved burn dressings in the kit will aid treatment and cooling of the burn</li> <li>• Accident book compliant with BI 510 must be available and the details recorded by a first aider</li> <li>• Ensure the accident / incident is investigated and formally recorded</li> <li>• Gas incidents must be reported to the HSE using the F2508 report form</li> </ul>
<b>Working at height</b>	Staff, volunteers, contractors  Falls  <b>Harm:</b> fractures/ sprains/ head injury/fatality	<ul style="list-style-type: none"> <li>• Competent contractors appointed for any high risk work at height e.g. externally for re-roofing, rainwaters goods, floodlights etc.</li> <li>• Low level work at height will be carried out by staff / volunteers where deemed appropriate and competent</li> <li>• Access equipment suitable for the task will be chosen</li> <li>• Access equipment maintained and inspected where necessary</li> <li>• Work from ladders will be short duration only</li> <li>• Ladders to be footed at all times</li> </ul>	<ul style="list-style-type: none"> <li>• Consider work at height training for staff</li> <li>• There must be adequate first aid cover when any work at height is taking place given the high risk nature of the work. 3 day first aid at work trained first aider can treat bone and muscle injuries. The EFAW does not cover this.</li> <li>• When work is taking place during closed season or during the day when the clubhouse may not be open a first aid presence must still be available (as a minimum, 1 day emergency first aid at work)</li> <li>• Access to a basic first aid kit to treat any injuries is required</li> <li>• Accident book compliant with BI 510 must be available and the details recorded by a first aider</li> <li>• Ensure the accident / incident is investigated and formally recorded</li> <li>• Depending upon the nature of the accident / injury this may require reporting to the enforcing authority using the F2508</li> </ul>
<b>Poorly maintained footpaths and car parks</b>	Staff, club members, contractors, visitors / members of the public  Slip, trip, falls  <b>Harm:</b> sprains/ strains, fractures	<ul style="list-style-type: none"> <li>• Car parks are routinely inspected to ensure they are maintained in a safe condition</li> <li>• External lighting is regularly checked to ensure the car parks and footpaths are suitably illuminated to ensure safe passage to and from the car park</li> <li>• Vegetation protruding onto footpaths or making footpaths slippery due to growth of moss is cut back and moss removed accordingly</li> <li>• Pot holes are filled as and when identified</li> <li>• Step height changes are marked and identified</li> <li>• Handrails on steps and stairs are provided and maintained in good order</li> </ul>	<ul style="list-style-type: none"> <li>• As the casualty will primarily be outside of the premise, he/she may become cold and / or go into shock (depends upon the nature of the injury) in which case the Rugby Club will need to keep the casualty warm. Foil blankets included in the first aid kit will enable the casualty to stay warm. Failing that a blanket.</li> <li>• A 3 day First Aid at Work trained first aider will need to attend and assist the casualty if there are bone and muscle injuries, head injuries and shock.</li> <li>• A standard first aid kit meeting the HSE contents list and or the British Standard BS8599-1 must be available</li> <li>• Accident book compliant BI 510 with must be available and the details recorded by a first aider</li> <li>• Ensure the accident / incident is investigated and formally recorded</li> </ul>

HAZARDS Cont'd			
Hazard	Who might be harmed and how?	Current Control Measures	Action Plan/ Further Control Measures
<b>Incorrect use of chemicals for pitch maintenance</b>	<p>Grounds maintenance staff / volunteers / members / players</p> <p>Ingestion / inhalation/ Absorption</p> <p><b>Harm:</b> poisoning, loss of consciousness, burns, eye injuries, respiratory problems</p>	<ul style="list-style-type: none"> <li>• COSHH assessments are available for the pesticides, herbicides for use in the pitch maintenance</li> <li>• Chemicals are stored securely in accordance with the safety data sheets and COSHH assessments</li> <li>• Grounds maintenance team / operatives have received training on the correct use and application of pesticides / herbicides</li> <li>• The correct equipment is available for the application of the chemicals</li> <li>• Personal protective equipment is provided to the grounds maintenance members of staff</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure the first aid requirements as detailed on the COSHH assessments are shared with the first aiders and the users of the chemicals are also informed as to the first aid requirements</li> <li>• Provide a first aid kit with eye wash pods and burn dressings in the grounds maintenance outbuilding / office or close to the work area if the main first aid kit is not readily accessible when outside</li> <li>• Given the serious nature of these chemical and the potential first aid treatment required it is advisable that you have a 3 Day First Aid at Work trained first aider (able to treat poisoning) available on site when the grounds maintenance team / operatives are working</li> <li>• Accident book compliant with BI 510 must be available and the details recorded by a first aider</li> <li>• Ensure the accident / incident is investigated and formally recorded</li> </ul>
<b>Use of grounds maintenance machinery</b>	<p>Grounds maintenance staff</p> <p><b>Harm:</b> laceration, shear, cuts, significant loss of blood, shock, loss of consciousness</p>	<ul style="list-style-type: none"> <li>• In-house maintenance staff will only use machinery which they have been trained to use and are considered to be competent to use</li> <li>• Grounds maintenance machinery / equipment is regularly maintained to ensure that it is in good working order at all times</li> <li>• Machinery is used in the correct weather conditions</li> <li>• Pitches are inspected pre- cutting and treatment to identify any glass or items which could interfere with the machine and create flying particles if hit with lawn mowers for example</li> <li>• Appropriate equipment is available for the removal of hypodermic needles and safe disposal</li> <li>• Personal protective equipment relevant to the task in hand and as identified in the risk assessment is provided</li> </ul>	<ul style="list-style-type: none"> <li>• Given the high risk nature of grounds maintenance tasks, a fully trained 3 day First Aid at Work first aider must be present on site to provide first aid treatment if required</li> <li>• It would be advisable where there are a few grounds maintenance staff to train them all in the 3 day course so that holidays and sickness can be covered. Having the maintenance staff trained will also ensure prompt action and treatment in the event of an accident, they can also conduct the monthly checks on the first aid kit and where necessary order replacement items for the kit</li> <li>• Accident book compliant with BI 510 must be available and the details recorded by a first aider</li> <li>• Ensure the accident / incident is investigated and formally recorded</li> </ul>
<b>Changing rooms / showers / toilets</b>	<p>Staff, members , players, visitors</p> <p>Slip, trip, fall</p> <p><b>Harm:</b> fractures, head injury, sprains, strains</p>	<ul style="list-style-type: none"> <li>• Flooring in the toilets, showers and changing rooms are routinely inspected to ensure that they are maintained in a good order</li> <li>• Drainage is in place and maintained to allow excess water to drain away</li> <li>• Anti-slip flooring is provided in typically 'wet' areas</li> <li>• Barrier matting is in place at the entrance to changing rooms and toilets where players access from outside and will be wearing boots which may be wet</li> </ul>	<ul style="list-style-type: none"> <li>• A 3 day First Aid at Work qualified first aider will need to be present on site to treat any injuries resulting from tripping or falling in the changing rooms or toilets</li> <li>• A standard first aid kit compliant with the HSE contents or BS8599-1</li> <li>• Accident book compliant with BI 510 must be available and the details recorded by a first aider</li> <li>• Ensure the accident / incident is investigated and formally recorded</li> <li>• Certain 'specified' injuries to staff must be reported to the enforcing authority using the F2508 form</li> </ul>
<b>Broken glass / bottles</b>	<p>Staff, members , players, visitors</p> <p><b>Harm:</b> Laceration, cuts</p>	<ul style="list-style-type: none"> <li>• Broken glass is removed using appropriate means as soon as noticed</li> <li>• Glass bins provided and regularly emptied</li> <li>• Appropriate personal protective equipment (PPE) is provided</li> <li>• Glass policy for drinking outside is in place and adhered to</li> </ul>	<ul style="list-style-type: none"> <li>• As there is potential for significant bleeding a fully trained 3 day First Aid at Work first aider will be required to treat injuries to bar staff</li> <li>• When there are functions taking place at the Rugby Club, it is advisable to ensure that you have sufficient numbers of fully trained first aiders to cover a number of potential incidents happening at any one time</li> </ul>
<b>Matches and games</b>	<p>Players, officials, coaches, spectators</p> <p><b>Harm:</b></p>	<ul style="list-style-type: none"> <li>• RFU first aid trainers are in attendance</li> <li>• Senior games have Chartered physiotherapists in attendance at home games and when travelling</li> <li>• At children's matches and training one RFU first aider is in attendance (Lead Coach)</li> </ul>	<ul style="list-style-type: none"> <li>• Further guidance on first aid requirements for matches an training can be found here <a href="http://www.englandrugby.com/rugbysafe/education/first-aid/">http://www.englandrugby.com/rugbysafe/education/first-aid/</a></li> </ul>

HAZARDS Cont'd			
Hazard	Who might be harmed and how?	Current Control Measures	Action Plan/ Further Control Measures
<b>Sudden Arrhythmic Death Syndrome</b>	Young players <b>Harm:</b> heart attack, fatality	<ul style="list-style-type: none"> <li>The RFU are working with the Community Heartbeat Trust, a leading charity in community public access defibrillator schemes. They are linked with the NHS Ambulance service</li> <li>RFU first aid training covers CPR and AED use</li> </ul>	<ul style="list-style-type: none"> <li>Encourage as many club members, committee members to attend AED training</li> <li>Ensure defibrillators are regularly checked to make sure they are working, batteries are fully charged and the pads are 'in date'</li> </ul>
<b>Functions in the clubhouse</b>	Staff, members, players, visitors Slip, trips on stairs, dance floor, intoxication <b>Harm:</b> Fractures, sprains, strains, cuts	<ul style="list-style-type: none"> <li>Whilst there isn't a duty of care legally to make first aid provisions available for members of the public and non-employees, the Rugby Club still insists (morally) on making first aid provisions available due to the nature of the events taking place in or on the premise be it, weddings, christenings, children's birthday parties, Summer events, bonfire parties etc.</li> <li>Adequate first aid cover and supplies are available during functions and events held at the Club</li> <li>Regular inspections of walkways and the dance floor area are carried out and formally recorded</li> <li>Bar staff are trained and instructed to restrict the sale of alcohol to members of the public if they feel they are intoxicated</li> <li>Warning signs are displayed when floors become wet and whilst spills are cleaned up</li> </ul>	<ul style="list-style-type: none"> <li>Ensure adequate first aid cover is provided at public functions</li> <li>Given the potential nature of the accidents/incidents it is advisable to have 3 day First Aid at Work first aiders in attendance who are supported by a number of volunteers / staff who hold the 1 day Emergency First Aid at Work qualification</li> <li>A standard first aid kit compliant with the HSE contents or BS8599-1</li> <li>Accident book compliant with BI 510 must be available and the details recorded by a first aider</li> <li>Ensure the accident / incident is investigated and formally recorded</li> </ul>
<b>Poorly stocked first aid kit(s)</b>	Staff, club members, contractors, visitors / members of the public <b>Harm:</b> delay in treating a casualty or wrong items used	<ul style="list-style-type: none"> <li>All first aiders (1 day Emergency First Aid at Work or 3 day First Aid at Work trained) are responsible for completing monthly checks on the first aid kits (kits in all locations where applicable)</li> <li>First aiders are aware who to report missing or used items to in order to obtain replacement stock items</li> <li>Contents checklist on the inside of the first aid kit is used as an <i>aide memoire</i> as to the correct contents</li> </ul>	<ul style="list-style-type: none"> <li>Periodically a 'senior' member of staff or the Committee should check the first aid kits as part of a general site health and safety audit to verify first aiders are conducting monthly checks on the kit.</li> <li>Consider having a set 'stock' of replacement first aid items on site so that used items can be readily replaced and not delayed due to having to order replacement items in.</li> </ul>
<b>Location of first aid kits</b>	Staff, club members, contractors, visitors / members of the public <b>Harm:</b> delay providing first aid treatment	<ul style="list-style-type: none"> <li>First aid kits are located in areas suitable to the nature and size of the premise</li> <li>Once trained, first aiders are informed as to the location of first aid kits, the accident book and where relevant the automated external defibrillator</li> <li>Kits are located where they can be readily accessed and not locked away</li> <li>Kits are located in areas which are not open to abuse and contents being regularly removed</li> </ul>	<ul style="list-style-type: none"> <li>Consider displaying suitable signage regarding the location of first aid kits in prominent areas, such as:</li> </ul> 
<b>Identification of first aiders</b>	Staff, club members, players, contractors, visitors / members of the public <b>Harm:</b> delay providing first aid treatment	<ul style="list-style-type: none"> <li>New members of staff are provided with the details of the approved first aiders for the premise, their location and area which they cover</li> <li>Players, coaches and officials are advised at games</li> <li>Players and club members are advised who the first aiders are in the club guide book</li> </ul>	<ul style="list-style-type: none"> <li>Provide hi-visibility jackets / waistcoats which clearly identify first aiders during events and functions where there are increased numbers of people at the premise and where there are members of the public in attendance so that they can easily identify first aid points and first aid personnel</li> <li>Use 'safe condition' posters to identify who the first aiders are and display these in key areas. Pictures are also useful to identify the first aiders.</li> </ul> 



# NOTES

*(This area contains horizontal lines for writing notes.)*



## RFU REPORTABLE INJURY EVENT REPORT



Please use this form to report any injuries that occur whilst playing rugby or taking part in organised rugby squad training sessions that fit any of the following definitions:

1. An individual who sustains an injury which results in their being **admitted** to a hospital. This does not include those taken to an Accident or Emergency Department and allowed home from there.
2. Deaths occurring during or within 6 hours of the game finishing.

Date of report:	<input type="text"/>	Date of injury:	<input type="text"/>
Player' name:	<input type="text"/>	DOB or Age:	<input type="text"/>
Club/School etc:	<input type="text"/>	Team:	<input type="text"/>
Nature of suspected injury: <input style="width: 100%;" type="text"/>			
Category:	<input type="checkbox"/> 1. An injury which results in admission to a hospital. <input type="checkbox"/> 2. A death which occurred during or within 6 hours of a game finishing.		

### Injured Player Contact Details:

Player's contact number:	<input style="width: 100%;" type="text"/>		
Additional contact (e.g. Next of Kin) Name:	<input style="width: 100%;" type="text"/>		
Phone No:	<input style="width: 150px;" type="text"/>	Relationship to player:	<input style="width: 150px;" type="text"/>

**Please submit the above information as soon as possible following the incident.**

*The RFU uses this data for contacting individuals and/or their clubs who are identified as requiring immediate support in the case of a potentially catastrophic injury. Information regarding the circumstances of injury is used anonymously to monitor injuries throughout the game*

Game:	<input type="checkbox"/>	Training:	<input type="checkbox"/>			
Grass Pitch:	<input type="checkbox"/>	Artificial Grass Pitch:	<input type="checkbox"/>	Other Surface:	<input type="checkbox"/>	
Was there (please tick): Appropriate first aid in place?			Yes:	<input type="checkbox"/>	No:	<input type="checkbox"/>
Any alleged foul play relating to the injury event?			Yes:	<input type="checkbox"/>	No:	<input type="checkbox"/>

### Game Injuries Only

Opposition Club/School/etc:	<input style="width: 150px;" type="text"/>	Team:	<input style="width: 150px;" type="text"/>
Name of Referee:	<input style="width: 150px;" type="text"/>	Venue:	<input style="width: 150px;" type="text"/>

Once completed, please send this form to: **Honorary Secretary, Blandford RFC,**  
who will update club records prior to forwarding it to the RFU

RFU Sports Injuries Administrator ([sportsinjuriesadmin@therfu.com](mailto:sportsinjuriesadmin@therfu.com))

or report by phone to 0800 298 0102

**TEAMWORK RESPECT ENJOYMENT DISCIPLINE SPORTSMANSHIP**

'England Rugby' and the RFU Rose are trade marks of the Rugby Football Union



## Accident/Incident Report Form

Ref: 

### About the Person who had the Accident

Full name: Address: Postcode: Age (if under 16): Activity being undertaken  
at time of accident: 

### About the Person Reporting the Accident

Full name: Address: Postcode: Age (if under 16): Role: Signed: Dated: 

### About the Accident – When and Where:

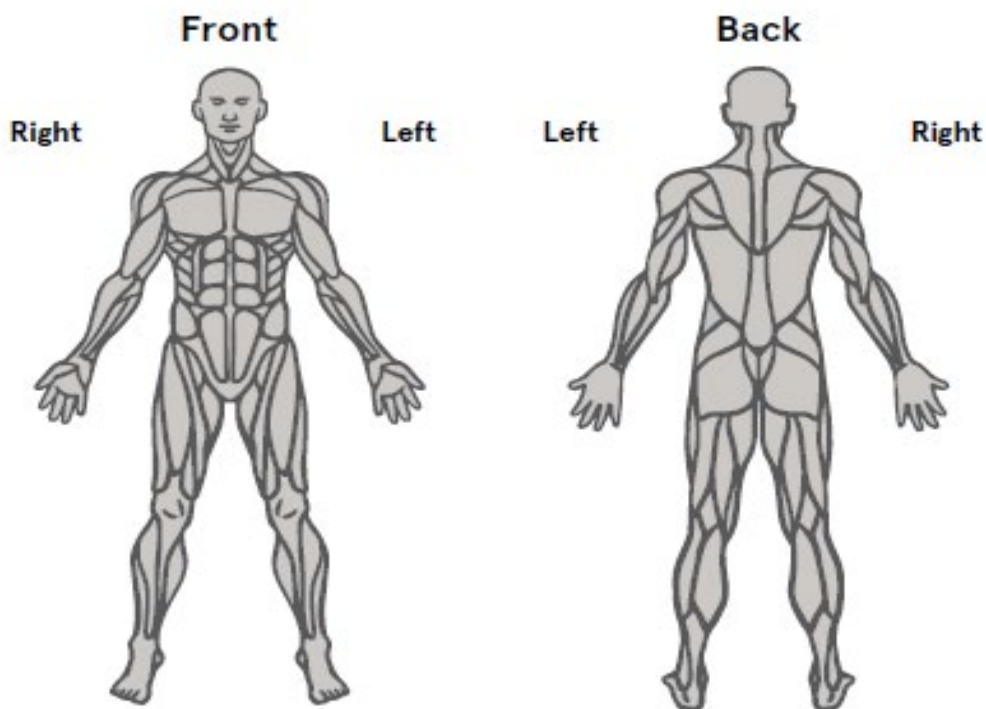
Date it took place: Time: Where it took place  
(room or location): 

### About the Accident – What Happened?

How did the accident happen?  
What was the cause?

# RUGBY SAFE

**If there were any injuries, what were they? (Use diagram to indicate location and potential type injury)**



<b>Additional Information</b>			
<b>Action Taken:</b>			
Ambulance		Taken to hospital	Advised to seek further medical attention
Player/Parent signature:		Date:	



**ANNEX E**

**SITTINGBOURNE RUFC MINI AND YOUTH  
MEDICAL INFORMATION/CONTACT DETAILS PROFORMA**

**Player Details:**

Name:	Date of Birth:
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**Parent/Guardian Contact Details:**

Surname		First Name	
Home Phone No:	Mobile No:	E-Mail:	
Date of Birth:		This required field allows the GMS to identify duplicate entries and merge automatically.	

**Alternative (emergency) Contact Details**

Surname		First Name	
Home Phone No:	Work Phone No:	Mobile No:	

**Players Medical Details**

Information:	Notes/Comments:
Allergies:	
Conditions & Medication required:	

- I do/do not give permission for tape/sticky plaster to be applied to the player's skin if deemed necessary.
- I certify that the information that I have given is accurate and complete and that I will inform SITTINGBOURNE RUFC Safeguarding Officer of any changes.

Name (in capitals)..... Signed:.....

Date: .....

Note: 2 copies of this form will be held by officials of Sittingbourne RUFC

**PARENT/GUARDIAN AND YOUNG PERSONS PERMISSION FORM FOR THE  
TAKING AND USE OF PHOTOGRAPHS AND RECORDED IMAGES**

I \_\_\_\_\_ (insert parent/guardian full name) consent / do not consent to the photographing/videoing and publication of images of \_\_\_\_\_ (insert name of young person) under the Sittingbourne RUFC Photographic Images Guidelines and I confirm that I am legally entitled to give this consent.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I \_\_\_\_\_ (insert name of young person) consent / do not consent to the photographing/videoing and publication of images of myself under the Sittingbourne Photographic Images Guidelines.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Note: Parents of very young children may sign on behalf of their child after explaining the Photographic Codes to them.

\* Delete as applicable  
**Please note:** All children attending rugby training and matches should be accompanied by a parent or a responsible adult.

Under no circumstances must a child be left unattended.

Please do not ask a coach to be responsible. When I am unable to stay to a session or a part of a session



I will notify the coach/coaches/team manager who is appointed to act as a responsible adult in my absence and that said person will have my contact details in case of emergency.

Details of the distribution are set out in the Club Policies.