

MEDICAL EMERGENCY ACTION PLAN



Club	WYMONDHAM RUGBY FOOTBALL CLUB
MEAP Covering	All Senior and Age Grade training and matches.
Address and Postcode	BARNARD FIELDS, BRAY DRIVE, (OFF REEVE WAY), WYMONDHAM, NR18 0GQ. Telephone: 01953 687923
Additional location detail for Emergency Services	NR18 0GQ WHAT 3 WORDS: - tagging.hologram.really OS GRID TG 1280 0376
MEAP main contacts	Director of Rugby – Tom Armes RugbySafe Lead – Rob Hayes Physiotherapy Lead – Ryan Hopkins Club Safeguarding Officer – David Clover General Manager – Liam Browning Senior Women’s Head Coach – Jess Mclean Wright Senior Men’s Head Coach – Max Dominy Director of Youth Rugby – David Clark Director of Mini’s Rugby – Bronwyn Nichols
RugbySafe Lead:	Rob Hayes Rob.Hayes@WymondhamRFC.com

Ambulance Access Point	
Pitch Side Access	<p>There are two ambulance access points with lowered kerbs installed:</p> <ol style="list-style-type: none"> To the right-hand side of the club house as you drive in, for access to Pitch 1 and Minis Pitches To the left-hand side of the club house down Foster Harrison Memorial Way for access to Pitch 2, 3 and Youth pitches.

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Medical / First Aid Room	Rear Door – Main Pitch Side Ground Floor – Through main entrance doors
Club House	Main Doors at the front of the clubhouse. Player's entrance to the rear of the building and Side entrance.
First Aid Equipment Location	
First Aid Grab Bag	Medical / First Aid Room Pitch side First Aid pack with each team and away team
Defibrillator (AED)	Outside cabinet on the south side wall (to the right of the Club House) Access Code held by all first aiders and displayed in Medical / First Aid Room

Location of Local Hospitals/Services	
Accident and Emergency	Norfolk and Norwich University Hospital, Colney Lane, Norwich, NR4 7UY.
Minor Injury Unit (MIU)	Norfolk and Norwich University Hospital, Colney Lane, Norwich, NR4 7UH. Cromer Hospital MIU, Mill Road, Cromer, NR27 0BQ. (08:00-20:00)
Pharmacy	Boots, Wymondham Medical Centre, Postmill Close, Wymondham, NR18 0NL. Boots, Longwater Retail Park, Norwich, NR5 0JT

MEAP Chain of Command & Procedures	
<p>In the case of a <u>MEDICAL EMERGENCY</u> please follow the procedures below:</p> <ol style="list-style-type: none"> 1. Team Physio/First Aider will take charge of casualty care and may ask Team Manager/Administrator/Coach or other responsible adult to call the emergency services 999 or 112. 2. The call handler will ask for a full address (As Above) and confirm a contact number. 3. The Ambulance Service call handler will then ask if the casualty is breathing. 4. You will then be asked to describe what has happened. 5. State clearly that you are acting in the capacity of First Aider or Helper – this will enable the call handler to give appropriate support and advice. 6. If the injury was sustained on the pitch, ensure the call taker is aware that the casualty is still outdoors. 7. Give details of suspected injury and treatment and follow advice given. 8. Remain calm and stay on the line until the call handler disconnects. 9. Send a member of staff or responsible adult to the main gate to await the arrival of the ambulance. 10. Team Manager, Lead Coach or Administrator to inform parents or next of kin. 11. Injury Report <u>MUST</u> be completed by the Physio, First Aider or Medic following the emergency. Forms are available in the Medical Room, from behind the bar or on the Club website. 12. Completed forms <u>MUST</u> be passed to the Rugby Safe Lead. <p>In the case of a medical emergency that does not require emergency services, ensure that the casualty is accompanied to hospital and that someone remains with them.</p> <p>In the case of Age Grade Rugby, ensure that there are appropriate levels of supervision for the rest of the team members. Children should not travel alone with an adult unless it is their parent/guardian. This applies to HOME and AWAY matches.</p>	

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RFU REPORTABLE INJURY EVENTS

These are defined as:

- 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.
- Deaths which occur during or within six hours of a game finishing.

Clubs and schools are also required to report injuries in which artificial grass pitches or equipment such as sports goggles are involved.

REPORTABLE INJURY EVENT PROTOCOL

In the event of a serious injury which fulfils one of the above definitions, after providing immediate first aid and arranging transport by ambulance to hospital, the following protocol is to be followed:

1. A club or school representative must phone the RFU Injury Reporting Helpline 0800 298 0102, or email SportsInjuriesAdmin@rfu.com as soon as the seriousness of the player's condition is confirmed and certainly within 48 hours of the game or training session – Contact Club Rugby Safe Lead for advice.
2. In the event of a potentially catastrophic injury or fatality the RFU Injured Players Foundation (IPF) will be notified and will get in touch with the club and/or player (or their family) to confirm the injury and any immediate welfare needs.
3. You will be asked to complete and return an injury report form. (See attached).
4. The club/school must notify their insurers. (Howden the RFU's brokers of Club liability insurance) Tel: 0121 698 8001
5. Record witness statements. Where a potential insurance or personal injury claim may arise, clubs and schools are advised to retain on file witness statements. These statements must confine themselves to the facts and not include opinion, hearsay or apportion or infer blame. They must be signed and dated by the person making them.

REPORTABLE INJURY EVENTS – REFEREE REPORTS

Following a reportable injury, the referee should also complete Referee Injury Event Form. (See attached).

Other Relevant Information

Team Manager/Administrator or Lead Coach should follow up with injured player or /family if Age Grade Rugby.

Make sure that the First Aid kit is restocked after an emergency.

Replenish your stock of Accident/Injury forms.

In the event of a Medical Emergency call the Emergency Services as quickly as possible on 999/112 giving as many details as possible

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