



Safety Policy and Emergency Procedure

Safety Policy and Emergency Procedures for dealing with accidents and injuries

Pewsey Vale RFC is committed to providing all participants with the highest standards of care when participating in on-field rugby activities. These guidelines and policies are designed to assist all members of the club to prevent, manage and follow through on the rare occasions that a serious injury occurs.

The guidelines apply to all mini and junior coaches, senior coaches and other volunteers at the club who are required to familiarize themselves with the guidelines and to apply them. The procedures apply equally to those incidents occurring at the Club's ground as to those that occur on away fixtures or whilst on tour.

The club will amend these guidelines from time to time and a copy of the latest guidelines can be found on the club's web-site at pewseyrugby.com

Definitions:

- **Play:** The use of the word play in this document encompasses training or any other activity where an authorized member of the club directs activities on the field of play to encompass specified areas of training and/or areas designated as such.
- **The Club:** Pewsey Vale RFC.
- **Notifiable Person:** Person to whom ALL emergencies should immediately be reported.
- **Reportable Injury:** Those injuries deemed by the Club and the RFU as serious enough to be reported to the RFU.
- **Recordable Injury:** Those injuries which the Club has deemed should be recorded by coaches.
- **Publish:** To mean documents or information made available on the Club's web-site or via e-mail.
- **LC:** The designated age group lead coach or the coach deemed as such during any given session. For the avoidance of doubt any adult that oversees the activities of children is de facto LC.

1. General Policy

As with all contact sports injuries are inevitable. Our policies are designed to minimize the risk and to ensure that when serious injuries occur they are treated promptly and correctly. It is the duty of each participating adult to ensure that the guidelines are implemented.

These guidelines apply to all rugby coaches and other rugby volunteers at the Club who are required to familiarize themselves with the guidelines and apply them. The procedures outlined apply not only to accidents and injuries sustained at the Club's ground but also when players are at away matches or on tour.

These guidelines are not exhaustive and should be viewed alongside other published club policies. A common sense approach should be adopted.

Should ambiguity or doubt be created by any clauses in these guidelines and/or between these guidelines, any other club policy and/or policies/instructions published by our governing body and whilst common sense should prevail, the safety of the players is paramount. If in doubt DO NOT PLAY.

It is the Club's policy:

1.1 That in the first instance the coaches are responsible for the care of players and for the implementation and adherence to the Procedures for Safety and Emergency.

1.2 That each coach will carry out a visual inspection of the playing area, as laid out in the PVRFC coaching policy and standards

1.3 That each age group should aim to have a trained representative in first aid specific to sports injuries. There will be times when age group specific first aiders are not available or have not been appointed and it is therefore the coaches' responsibility to comply with point 2.4 before play begins.

1.9 That if there is any doubt as to the safety of a player or the conditions, DO NOT PLAY.

1.10 That a list of recordable injuries be maintained and that coaches will be responsible for completing the necessary forms (see attached) in each instance where a recordable injury has occurred.

1.11 That all recordable injuries are advised to the Club Coach Co-coordinator (Seniors)
Youth Head Coach (Junior Section)

1.12 That a list of reportable injuries be maintained and that the club complies with RFU recommendations for reportable injuries.

2. Before play begins the LC will:

2.1 Ensure the conditions that they are being asked to play in are safe.

- 2.2 Carry out a visual risk assessment of the playing area and the surrounding area.
- 2.3 Record all risks and the action taken to remove the risk.
- 2.4 Ensure that they have a plan to deal with any injuries that may occur throughout the period of play.
- 2.5 Ensure that they have access to a fully stocked first aid kit as laid down in the attached information sheet.
- 2.6 Ensure that they are aware of the emergency procedures and contacts.
- 2.7 Ensure that they are aware of the location of the Notifiable Persons. Club Coaching Co-Coordinator or Youth Head Coach (or the designated replacement)
- 2.8 Ensure all players remove all jewellery (including watches) and any items of clothing that may pose a risk of injury to the player or others.
- 2.9 That any protective clothing being worn complies with IRB/RFU recommendations.
- 2.10 That mouth guards are worn at all times, during contact sessions or where contact is possible.
- 2.11 That glass lenses in spectacles are NOT worn.
- 2.12 Enquire of players as to injuries that have occurred since last they played for the Club.
- 2.13 In the event that a player has sustained an injury elsewhere the coach will:
- If it is a minor injury ask a qualified and checked first aider to review the injury and the circumstances of the injury, record the review and use common sense as to the fitness of the player.
 - If it is a 'reportable' injury, or an injury that the coach believes would have been reportable under the Club's guidelines, then treat as if the injury had occurred within the Club and use the reportable injury procedures before allowing the player to resume playing.
 - Particular attention should be paid to back, chest, neck, head and face injuries. Injuries to these areas should be fully investigated by a qualified and checked first aider before allowing the player to play.
 - If the player's parent or guardian is available ensure that they are part of the discussion and elicit their knowledge/understanding of the circumstances of the injury and any medical advice sought/given.
- 2.10. If there is any doubt as to the fitness of the player, as to the nature of head, face, chest, neck, chest and back injuries. DO NOT ALLOW THEM TO PLAY BUT REFER THEM TO THEIR GP. Ensure that the parent/guardian is aware.

2.11. If a coach is not satisfied with the conditions or they cannot fulfil all of the above criteria DO NOT PLAY. If there is doubt call an officer of the club. If they are not available, DO NOT PLAY.

3.0 Emergency Procedure Guidelines for dealing with accidents & incidents

When dealing with an incident/accident in which a player is injured:

3.1 Stay calm but act swiftly and observe the situation. Is there danger of further injuries? “
If so, try to minimize the danger.

3.2 listen to what the injured person is saying.

3.3 If Possible take appropriate action for minor injuries.

3.4 In the event of an injury requiring specialist treatment, call the emergency services FIRST and alert the Notifiable Persons. Keep the injured person warm and keep onlookers at bay.

3.5 DO NOT move someone with major injuries. Wait for specialists from the emergency services.

3.6 Deal with the rest of the squad and ensure that they are adequately supervised.

3.7 Get someone to complete an Injury Form to ensure relevant required information is obtained.

3.8 Contact the injured person’s parent/guardian/next of kin

3.9 If the injured person is taken to hospital, ensure that all his/her personal belongings are collected up and returned to the injured person or his/her parent/carer/next of kin in due course.

3.10 If the injured person is taken to hospital they must be accompanied by a responsible adult. If is preferable that this will be their parent/guardian but another DBS checked adult should be nominated by the LC should the parent/guardian not be available.

3.11 Advise the NotifiablePerson of the incident at the earliest opportunity to ensure that follow up procedures are completed.

4.0 Serious Emergencies procedure:

In the event that the emergency services are required the following procedures MUST be followed:

4.1 Two (2) persons are immediately allocated as emergency marshals. 1 at main entrance to the car park area ensuring a clear path for emergency vehicle, and a primary marshal at the pitch side where the incident has occurred.

4.2 In the event of the medevac helicopter being called, 10 persons must be allocated to clear at least a 2 pitch playing area and cordon it off to await the helicopter. On both of 1 & 2 above, the notifiable persons will allocate personnel.

4.3 The pitch side marshal should attempt to take down all details of the injured person and attempt to get contact details for the injured persons relatives (if not already present). Further, the pitch side marshal should record as much detail as possible of the injury and how it occurred and take the names of all witnesses to the incident. All timings of incident should be noted.

4.4 On no account should any contact be made to relatives unless they are present. Contact will on all occasions be made by the notifiable persons.

4.5 On the approach of emergency vehicles the marshals will guide the services to the injured person and will then take up station to ensure a swift and safe exit of the sports park.

4.6 A complete report should be completed of the incident including timings and this should be held by the club secretary and a copy given to the representative of any other club if a non-Wallingford person was involved. This report should be completed by the primary appointed marshal (pitch side) and the notifiable persons.

4.7 If it is deemed necessary, an appointed person should accompany the injured party to hospital and report accordingly to the notifiable persons.

5.0 What constitutes an incident/ accident?

There is no all-encompassing definition of what constitutes an injury/incident that necessitates the completion of an Injury Report Form “a common sense approach is needed. It is therefore suggested that a Form is always completed where the injured person has:

- Any injury which involves blood dispersal or acute skin laceration. (Not a scratch or surface blood injury which can be dealt with via a band aid)
- Any injury whatsoever to the neck, nose, eyes and throat.
- Any limb injury which results in impaired movement (includes hands and fingers)
- Any injury where the injured party complains of acute internal pain.
- Any injury or incident which leaves the injured party breathless or with respiratory difficulties (chest status)
- Any suspected or known bone fracture, tendon, muscle or ligament strain or severe swelling and bruising
- Any injury resulting in suspected concussion

- Any injury which results in the calling of the Emergency Services or which requires the player to seek subsequent medical advice.

The above list is not exhaustive “if in doubt, a Form should be completed.

6.0 After the incident/accident

6.1 The LC for that age group must complete an Injury Report Form and notify the Notifiable Person at the Club within 24 hours.

6.2 The Injury report forms are attached to this document

6.3 The Lead Coach will ensure that arrangements have been made to replenish any first aid supplies used. See Appendix I.

6.4 Following serious injury the lead coach will ensure that the Notifiable Person has confirmed a player as fit to play before allow them to continue.

7.0 Notification to the Notifiable Person

It is a mandatory RFU requirement that certain injuries/incidents are reported to the RFU promptly. To meet this requirement, reportable matters must be notified to the Notifiable Person at the Club within 24 hrs

Reportable matters are:

- An individual who sustains an injury that requires or is suspected to require medical assistance beyond immediate first aid care.
- An individual who sustains an injury which results in their being admitted to a hospital, including those who are admitted to Accident and emergency but who are subsequently released.
- Deaths occurring during or within 6 hours of the game finishing.

N.b only points 2 and 3 are reportable to the RFU injuries captured by point 1 are managed by the Notifiable Person.

7.0 The Notifiable Person will:

7.1 Where an injury conforms to point 1. Contact the parents for an immediate update on the state of the injury.

7.2 Where medical assistance has been sought the Notifiable Person will ask for the medics report as to the nature of the injury.

7.3 Inform the relevant age group coach as to the nature of the injury and the expected timescales for absence.

7.4 Ensure that any absence conforms to RFU guidelines (E.g head injuries).

7.5 Ensure that we receive clearance from the parents or guardian to resume playing and inform the relevant age group coach.

7.6 Where an injury conforms to point 2 or 3 the SIA will complete and RFU reportable injury and inform an officer of the club.

7.7 Take advice from the RFU SIA as to the next steps.

7.8 In all instances the Notifiable Person will create an file relating to the specific matter where all correspondence will be recorded.

7.9 The Notifiable Person will maintain and review the club accident report log.

8.0 First Aid Bag requirements

It is the policy of the Club that all both the senior team and youth section must have a fully stocked first aid bag available at all times that players are participating in rugby:

8.1 As a minimum the first aid bag should contain:

1 x First Aid Guidance Leaflet

2 x Sterile Dressing Assorted

1 x Sterile Eye Pad with Bandage

2 x Triangular Bandage

1 x Conforming Bandage 7.5cm x 4m

2 x Crepe Bandage 5cm x 4.5m

1 x Crepe Bandage 7.5cm x 4.5m

1 x Allsport EAB 7.5cm x 4.5m

1 x Microporous Dressing Tape

6 x Safety Pins

1 x Gauze Swabs, 8 ply (5)

1 x Resuscitation Face Shield

10 x Antiseptic Wipes

2 x 20ml Sterile Eyewash Pods

20 x Sterile Washproof Plasters

2 x Latex Gloves (Pair)

2 x Low Adherent Dressing Assorted

1 x Single Use Instant Cold Pack

2 x Self Seal Waste Bags

1 x Silver Foil Survival Blanket

1 x Scissors

1 x Small Spray Bottle

2 x Zinc Oxide Tape Assorted