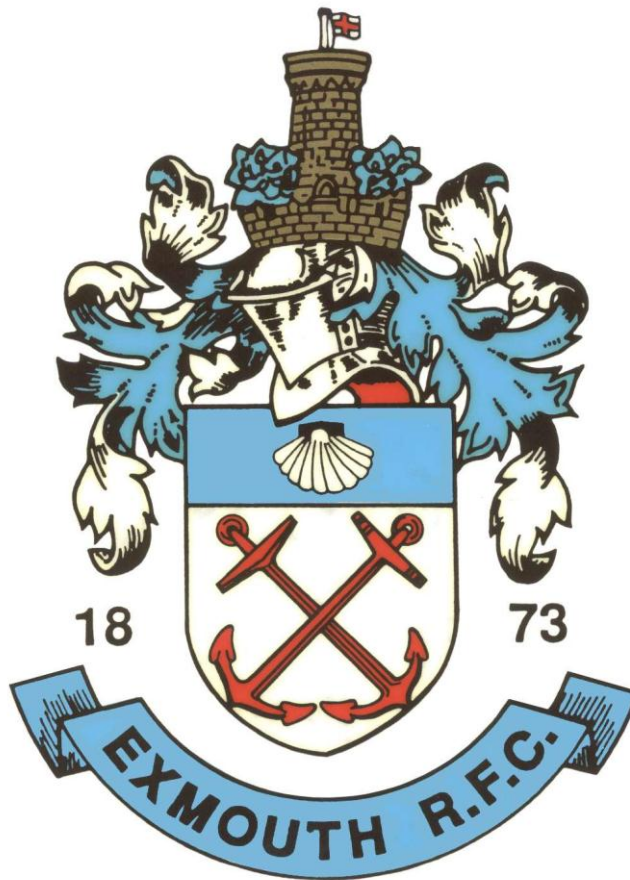


Exmouth Rugby Football Club

Imperial Recreation Ground, The Royal Avenue, Exmouth, Devon. EX8 1DG



Club Emergency Policy

Exmouth Rugby Football Club

Imperial Recreation Ground, The Royal Avenue, Exmouth, Devon. EX8 1DG

Club Telephone Number: 01395 - 263665

General Instruction

Members should not park in areas that restrict access to the Clubhouse or the playing area, particularly the main access route from the gates

Emergency Procedure

In the event of an emergency/serious injury the emergency services should be contacted immediately via **999 using the instructions on display by the club telephone, notice boards or in First Aid kits.**

The nearest public telephone box is situated in Imperial Road near The York Hotel.

There is also a telephone situated behind the bar. When the bar area is closed and the phone is not available, or in extreme emergencies a mobile phone should be used.

A responsible person should go to the front entrance to direct the ambulance to the Club or area where the casualty is.

The Medical Room is located in the corridor leading to the changing rooms. Keys to doors of the medical room are situated behind the bar and are also in the possession of the Medical Staff and the Grounds man.

FIRST AID Boxes are available from the bar and situated in the Medical Room.

It is MANDATORY that at any training session or match that there MUST BE A FIRST AID BOX and a MOBILE PHONE in the position of a Coach or Team Manager.

Should there be an incident, a responsible person shall be dispatched to the nearest available First Aider who will attend to the casualty. If this is sufficient, the First Aider will remain with the casualty until the risk is reduced or. If the casualty is a minor, until they are relieved by a parent/carer.

Should a First Aider not be available, the coach/manager will be required to assess the situation and make a decision whether medical help shall be called. It is important to err on the side of caution and, if unsure, to call for help.

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Contacting the Emergency Services

In the event that ambulance assistance is required the following procedure should be adhered to:

- Stay calm
- Find out where you are if you do not know (If ringing from a payphone your call can be traced to the address where the phone is registered. Mobile phones do not have this advantage so you need to know where you are).
- When asked by the control officer which service, state 'Ambulance'.
If a vehicle is involved and there are casualties, ask also for the police. If risk of fire, ask for fire emergency services as well. You will be put through to the ambulance control and they will alert the other services for you.
- Once through, stay on the line until the control officer says you can go. The operator will confirm your number when putting you through to the controller so they can call you if you get cut off.
- You may be asked to stay on the phone and be redirected through to the emergency vehicle attending so you can talk them in to the incident site if they have difficulties finding you.

WHAT TO TELL THE EMERGENCY SERVICES

- State your name clearly and that you are acting in your capacity as a First Aider or helper
- Confirm your number if asked
- State exact location of incident, give a road name, number or landmark details
- Type of incident (e.g. sports injury/road traffic accident)
- Gravity of incident (e.g. cars involved and people trapped, fire risk)
- Number, gender and approximate age of casualties
- Details of condition from diagnosis (e.g. suspected neck injury, loss of movement in limbs, paralysis, casualty distressed)
- Details of any hazards (e.g. fog)

WHAT TO ASK THE CONTROLLER

- Ask how long it will take for the ambulance to arrive. (If access difficult, arrange for someone to meet and greet the vehicle and escort them onto the pitches or accident location.)
- Agree how to be notified by ambulance service (e.g. on your mobile)
- Ask if a paramedic, doctor or emergency medical technician will be in attendance for: Cardiac cases, respiratory cases, severe bleeding, neck and spine injuries that require casualty evacuation by stretcher, spine boards and neck collars.

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Name and Address of local hospitals;

Exmouth Hospital
Minor Injury Unit
Claremont Grove
Exmouth
Devon
EX8 2JN

Tel ; 01395 - 282000

Royal Devon & Exeter Hospital
Accident and Emergencies
Barrack Road
Exeter
Devon
EX2 5DW

Tel ; 01392 - 411611

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Appendix 1

(A laminated copy of this 999 call sheet should be kept in each First Aid Kit and besides the club house telephone.)

'999' Call Sheet

- Stay calm
- Establish exact location
- Dial 999 & state service required – 'Ambulance' + 'Police'/'Fire' if appropriate
- Stay on the line until the control officer says you can go. The operator will confirm your number when putting you through to the controller so they can call you if you get cut off.

WHAT TO TELL THE EMERGENCY SERVICES

- State your name clearly and that you are acting in your capacity as a First Aider or helper
- Confirm your telephone number if asked
- State exact location of incident, give a road name, number or landmark details
- Type of incident (e.g. sports injury/road traffic accident)
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WHAT TO ASK THE CONTROLLER

- Ask how long it will take for the ambulance to arrive. (If access difficult, arrange for someone to meet and greet the vehicle and escort them onto the pitches or accident location.)
- Agree how to be notified by ambulance service (e.g. on your mobile)
- Ask if a paramedic, doctor or emergency medical technician will be in attendance for: Cardiac cases, respiratory cases, severe bleeding, neck and spine injuries that require casualty evacuation by stretcher, spine boards and neck collars.

Home Game directions are as follows:

Exmouth Rugby Football Club
The Imperial Recreation Ground
The Royal Avenue
Exmouth
Devon
EX8 1DG

Club house telephone number: 01395 - 263665

Website: <http://www.exmouthrugby.com> (with our location details and map)

Directions:

The Club is near the railway station.

From Exeter Direction:

Travelling along the main A377 Exeter to Exmouth road you pass the railway station on your right and approach a roundabout, take the second exit into Imperial Road. You go through a pelican crossing and come to another roundabout, take the third exit onto The Royal Avenue. The clubhouse is located on the left hand side.

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Appendix 2

Incident Management Procedure

- Keep calm and take control
- Ask people to wait before they take it upon themselves to call for ambulance assistance
- Identify any dangers to yourself /casualty/other players and officials/crowd. Attend to this first through assessment and bystander delegation.
- Keep the referee informed
- Get history of the incident from casualty/players/match officials if you did not witness it yourself
- Evaluate casualty condition
 - Continue play
 - Stop play - walk off
 - Stop play - carry off
 - Stop play stretcher off – *this requires a certificate in 'Casualty Handling' and is not a standard part of the standard first aid qualifications. If the casualty needs a stretcher, then an ambulance should be called for, unless a medical organisation is present with the correct qualified staff and equipment to move the casualty.*
 - Referral to parent for head injury
 - Referral to doctor with parent for medical condition
 - Referral to hospital with parent providing transport
 - Referral to hospital with ambulance
- If you decide that the injured player should not be moved, the referee is responsible for moving the match off pitch to another to avoid waiting and game delays.
- Nominate and appoint responsibility to bystanders and match officials to do the following:
 - If continuing the game on same pitch – whilst waiting ensure players kept away, warm and active. Arrange coach to counsel them if they are worried about team mate
 - Assist with casualty movement if safe to do so
 - Call for an ambulance, if appropriate (See 999 Call Sheet)
 - If 'Home' match ensure someone is despatched to entrance to meet ambulance and prevent further cars entering and impeding access/exit for ambulance
 - Provide driven escort for ambulance if pitches and site very big
 - Move obstacles such as parked cars and ensure clear access before emergency vehicles arrive
 - To talk to casualty to assist you with casualty management
 - Fill out the Injury Report Book in accordance with your instructions, whilst you are busy with first aid treatment and to record your observations of: Pulse rate - respiratory rate - pallor - pupils - levels of consciousness - initial assessment, 5 mins, every 10 mins thereafter
- Ensure observations are given to doctor and ambulance crew on scene
- Make sure ambulance crew have your contact details if they need to clarify anything later.

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- **Provision of transport following an injury - DO NOT PROVIDE TRANSPORT YOURSELF TO HOSPITAL:** Your vehicle insurance does not cover you for this type of activity unless previously declared and you leave the remaining team without first aid cover, unless there is more than 1 First Aider. Also if the casualty deteriorates whilst you are driving, you put yourself and the casualty at further risk.
- If another parent/adult takes a child to hospital and the child is not theirs, the casualty must be chaperoned by another adult or two other children. This is to ensure the person providing the transport is not put in a position of compromise with one child. (Child Protection Policy)
- No injured child should be sent home on their own. Identify the nominated adult in the event the child's parents/guardians have not attended - remember they are obliged to provide cover in the event they are not available. Call mobiles and contact numbers from 'Emergency Contact List'. Keep information confidential and do not give to unauthorised parties.