



CLUB EMERGENCY PROCEDURES

The aim of this document is to provide guidance for coaches, managers and volunteers when dealing with an incident/accident.

Coaches, Volunteers and Officials should:

1. Always have a copy of their junior members' next of kin and contact details with them at all times. These are recorded and uploaded to the club's database. If you are made aware of any new details, please inform Fixtures Secretary AND Communications Officer who maintains player details.
2. Always have a first aid kit and charged mobile phone on them, or know where the nearest telephone is located.

As back up there is a first aid kit and phone in the Office inside **Bramhall Recreation Centre**

3. Be aware of where the nearest A&E Dept is at both home and away venues. **Nearest A&E in Stockport is Stepping Hill Hospital, Poplar Grove, Hazel Grove, Stockport SK2 7JE**
4. When traveling to away fixtures coaches and managers **must** have with them copies of current parental consent forms and up to date contact numbers.
5. Carry a fully stocked first aid kit including an ice pack to every venue.

If HOSPITAL treatment is required, in the absence of a parent/guardian:

A member of the club (e.g. coach, volunteer or team manager) **must** accompany the injured child to the hospital, making sure they take the parental consent form with them. **Note: Hospitals can only treat children under the age of 14 years if a parent/guardian is present or parental consent form is presented.**

Parents/Guardians **must** be notified immediately and provided with the details of the relevant A & E.

An accident report form **must** be completed and logged with the club and the facility at which the accident occurred.

If an ACCIDENT occurs:

Remain calm but act swiftly and observe the situation.

Think before you react e.g. will moving the player cause further damage.

Listen to the injured person.

Calm the player down if necessary – they may be suffering from shock.



A qualified first aider should take appropriate action for minor injuries.

If a player becomes unconscious (even momentarily) they **must** be checked by a doctor.

In case of a LIFE TREATENING SITUATION:

- 1) AIRWAYS
- 2) BREATHING
- 3) CIRCULATION

Call 999 as soon as possible or get someone else to call. Ensure they know the patient's condition and location. Never move someone with serious injuries. Wait for EMERGENCY MEDICS. Do not leave the injured person alone.

Do not give anything to eat or drink in case hospital treatment is necessary.

Ensure the other members of the group are adequately supervised whilst dealing with any emergency.