**Emergency Procedures**

**Purpose of this document**

To formalise the procedure should an emergency situation arise.

**General**:

It is the sessions lead coach or the captains responsibility to ensure that a charged mobile phone is available at all times should an emergency arise.

No club member should be left alone at a training or match venue.

The care of any club member U18 must be in line with the clubs Safeguarding Policy.

**Guidelines for dealing with an Incident/Accident**

STAY CALM,

ASSESS: be aware of the environment and ensure that any further risk of injury can be prevented: stop the match/practice session if required.

LISTEN to what the injured person is saying: where they have been hurt and how it happened.

ALERT the first aider who should take appropriate action for minor injuries.

PROTECT, REST, ICE, COMPRESSION, ELEVATION

CALL the emergency services if the injury requires specialist management, DO NOT MOVE the player.

CONTACT the next of kin to inform them of injury and management taken e.g. that you have called the emergency services, or had to apply first aid. Conatct numbers are on the attendance registers at practice and matches.

SUPERVISION provided for the rest of the group.

ACCIDENT/INCIDENT FORM to be completed.

**Venue Procedures**

**Edmonds Park**

Use of toilet facilities: these are not local to the practice courts therefore inform another player or the sessions lead coach that you are leaving to use the facilities at the leisure centre. U18’s require to go in pairs or with a senior member of DNC.

In the case of fire the players should move away from the court and await direction from emergency services when they arrive

In the case of a dangerous court, the coach leading the session should assess this in line with the risk assessment procedure and determine if it is safe to play. The coach’s decision is final.

Emergency exits are located by the field. The coach leading the session should collect the register (if not endangering themselves to do so) on the way out and check that all players are accounted for.

The care taker of the Recreation Ground should be notified immediately of any emergency incident occurring. They can be contacted on 07964445831.

**Didcot Girls’ School Sports Hall**

In the case of fire the building should be evacuated by the nearest available exit and members should meet in the car park.

The coach leading the session should collect the register (if not endangering themselves to do so) on the way out and check that all players are accounted for.

The caretaker of Didcot Girl’s School should be notified of all emergency incidents as appropriate. They can be contacted on 07739734432.

**Central Venue:**

All emergency incidents should be notified to the Duty Team running the sessions and the League committee after the event as appropriate.

Play should be stopped as deemed necessary by the match officials and all players should be moved away from the risk.

The attached incident report form should be completed for all incidents/accidents. It must be completed by the coach or captain in charge of the session and returned to the club secretary for the club record

**Incident/Accident Report Form**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Venue |  | | | | Location of  accident/incident | | |  | |
| Date of accident/incident | | |  | | Name of individual(s) who  dealt with the accident/incident | | | |  |
| Nature of accident/incident | | | |  | | | | | |
| Details leading up to the accident/incident | | | |  | | | | | |
| Details of all club members involved | | | |  | | | | | |
| Details of action/events after the  accident/incident | | | |  | | | | | |
| Give full details of action taken during any first aid treatment and the name(s) of first-aider(s). | | | |  | | | | | |
| Were any of the following contacted? | | | | Parents/carers Yes No    Police Yes No    Ambulance Yes No | | | | | |
| What happened to the injured person following the incident/accident? e.g. carried on with session, went home, went to hospital etc. | | | |  | | | | | |
| **All of the above facts are a true record of the accident/incident** | | | | | | | | | |
| **Print name** | |  | | | | | | | |
| **Signed** | |  | | | | **Date** |  | | |