



**Amphill  
& District  
RUFC  
1881**

## Procedure - Reportable Injuries

**Purpose** To inform Coaches how to report an injury to one of the players in their care.

**Scope** Any injuries that occur whilst playing rugby or taking part in organised squad rugby training sessions

### 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 6 hours of a game finishing.

### Reportable Injury Event Protocol

In the event of a serious injury occurring meeting the above definition, the following protocol is to be followed:

- 1 Provide immediate first aid and arrange transport by ambulance to the hospital
- 2 *Senior Squad* - the responsible Coach or Manager should report the injury immediately to the Players Welfare Officer and the Club Secretary  
*Mini and Youth* - the responsible Coach or Manager should report the injury immediately to the Players Welfare Officer; the Child Protection Officer and the Club Secretary.
- 3 A club or school representative must phone the Sports Injuries Administrator Helpline 0800 298 0102, as soon as the seriousness of the player's condition is confirmed and certainly within 48 hours of the game or training session.
- 4 Please have a pen and paper, and details of the incident ready to provide. Out of working hours there will be a recorded message that provides contact details of the Injured Player Welfare Officer (IPWO). You will be asked to email or fax a completed Reportable Injury Event report form (attached).
- 5 The IPWO will then establish contact with the club and player or their family in order to confirm the injury, initiate the Pastoral Support Programme, and collect additional information about the injury.
- 6 The club/school must notify their insurers. The RFU insurers are **Marsh Sports Group (Claims)**, Tel: 0131 311 4254, Fax: 0131 343 6667, email: [Susan.J.Thomson@marsh.com](mailto:Susan.J.Thomson@marsh.com)
- 7 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 or hearsay, or apportion or infer blame. They must be signed and dated by the person making them.

### Reporting any other Injuries

If an injury which results in the injured player (Senior, Youth or Mini) having to be taken to a hospital casualty or outpatients department from which they are discharged the responsible Coach or Manager should complete and email an injury report to [injuries@amphillruffc.com](mailto:injuries@amphillruffc.com) NB in the absence of the ability to email then the form should be inserted into an envelope addressed to the Players Welfare Officer and left with the Club Steward

If you have any queries, you can also contact Sports Injuries Administrator or the Injured Player Welfare Officer

### Sports Injuries Administrator (SIA)

Community Rugby, Rugby House, Rugby Road, Twickenham, TW1 1DS  
Tel: 0800 298 0102, Fax: 0208 892 4446, Email: [sportsinjuriesadmin@therfu.com](mailto:sportsinjuriesadmin@therfu.com)

### RFU Injured Player Welfare Officer:

David Phillips, 16 Holborn Ave, Leigh, Lancashire, WN7 1TT  
Tel: 07894 489 716, Email: [welfareofficer@therfu.com](mailto:welfareofficer@therfu.com)

# **RFU REPORTABLE INJURY EVENT REPORT**

Please use this form to report any injuries that occur whilst playing rugby or taking part in organised rugby squad training sessions that fit any of the following definitions:

1. An individual who sustains an injury which results in their being **admitted** to a hospital. This does not include those taken to an Accident or Emergency Department and allowed home from there.
2. Deaths occurring during or within 6 hours of the game finishing.

Date of report		Time of report	
Date of injury		Time of injury	
Player's name		DOB or Age	
Club/School		Team	

Game	<input type="checkbox"/>	Training	<input type="checkbox"/>	Grass Pitch	<input type="checkbox"/>	Artificial Grass Pitch	<input type="checkbox"/>	Other Surface	<input type="checkbox"/>
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Nature of suspected injury	
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Category	1. An injury which results in admission to a hospital.	<input type="checkbox"/>
	2. A death which occurred during or within 6 hours of a game finishing.	<input type="checkbox"/>

Game Injuries Only	Opposition Club		Team	
	Venue		Name of Referee	

Injured Player Contact Details	Address			
	Phone No		Mobile	
	Next of Kin		Relationship	
	Phone No		Mobile	

Name of reporting person	
Position within Club or School	
Contact Telephone Numbers	

Once completed, please send this form to the RFU Sports Injuries Administrator:  
 Email: [sportsinjuriesadmin@therfu.com](mailto:sportsinjuriesadmin@therfu.com), Fax: 020 8892 4446, Tel: 0800 298 0102  
 Post: Sports Injuries Administrator, RFU, Rugby House, Rugby Rd, Twickenham, TW1 1DS.