



Burnley R.U.F.C.



GUIDELINES FOR DEALING WITH

AN ACCIDENT, INCIDENT OR INJURY

- Stay calm but act swiftly and observe the situation. Is there danger of further injuries?
- Listen to what the injured person is saying.
- Alert the first aider who should take appropriate action for minor injuries.
- In the event of an injury requiring specialist treatment, call the emergency services.
- Deal with the rest of the group and ensure that they are adequately supervised.
- Do not move someone with major injuries. Wait for the emergency medics.
- Contact the injured person's parent/guardian.
- Complete an incident/accident report form.
- 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 in due course.

What constitutes an accident/incident?

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

- needs to have blood cleaned off or strapping etc applied before playing on after an injury
- appears to have suffered a dislocation or a broken bone
- appears to be concussed in any way
- sees a doctor or physio or similar following the injury.

The above list is not exhaustive – if in doubt, a form should be completed.

After the incident/accident

- the age group's most senior coach present must complete a **Accident, Incident Injury Report Form**.
- a supply should be held by all coaches and all First Aiders.
- a form must always be completed in respect of an injured youth player.
- a form must also be completed in respect of an injured youth player from a squad visiting the Club's ground for training, a game or a tournament if either a First Aider has rendered assistance or an ambulance has been called to the Club's grounds (whether or not a First Aider has been involved).
- the original of a completed form must be sent to the Mini/Junior Chairman (as appropriate) and a copy kept by the coach with the age group's records.

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 within 24 hrs.

Reportable matters are:

- any head or neck injury that requires a player to be transported directly from the ground to an accident and emergency department
- an injury that results in admission to hospital as an in patient after a game/training has finished and is game/training related
- any injury which prevents a player from playing or training for 8 weeks or longer
- deaths which occur during a game or within 6 hrs of the game finishing.
 - Ensure that arrangements have been made to replenish any first aid supplies used.
 - In the case of a serious injury, ensure that the injured person or his/her parents are contacted for 'updates' and arrange visits if appropriate.
 - Ensure that the injured person does not resume playing until fit to do so.