

Emergency Incident and Accident Procedure

The following guidelines are primarily targeted at the Under 13 age groups; Good practice indicates that they should be adopted for the under 16 age groups also. Hospitals can only treat children under 14 if a parent or guardian is present OR a Parental Consent form is produced with this in mind, Team Captains, Coaches, and Team Managers dealing with players Under 14 should follow the guidelines below

- Always have with you a copy of the latest membership list giving contact phone numbers
- Make sure you know the location and are aware of the nearest Accident and Emergency department
- When travelling to away fixtures, Team Captains / Coaches / Managers must take with them copies of parental consent forms for every player under 14 together with Health Declarations of ALL PLAYERS. Ensure that contact numbers are correct for that day
- All Team Captains and Managers should carry with them a fully stocked first aid kit including clean water and an ice pack for minor injuries to any venue away from Redland Ladies Hockey Club

Dealing with an incident or accident

- If an accident or incident occurs remain calm but act swiftly, remember to always reassure the injured player.
- Listen to what the injured person is telling you
- If the injury is a life threatening situation
- Remember your **ABC (Airway, Breathing, and Circulation)**. Attention to these 3 factors will preserve Life, Prevent Worsening, and Promote Recovery
- In the event of an injury requiring specialist treatment, call for the emergency services (999), ensuring you know your exact location.
- **Do not** move someone with major injuries, wait for professional assistance
- **Do not** leave the patient until medical assistance arrives
- **Do not** give anything to eat or drink in case hospital treatment is necessary
- Anyone that falls unconscious (even momentarily) must be checked by medical personnel
- In the event of an incident or accident requiring an injured player to be taken to hospital the Team Captain or Manager should accompany the player if feasible and provided arrangements for the safety of the remaining players can be made. In the event that this is not possible then the guidance of the emergency personnel should be sought.
- If the injured player is Under 16, parents must be informed immediately and be given details of the A & E unit their child has been taken to.
- Never admit liability of any sort
- A Redland Ladies Hockey Club Accident Report should be filled out no longer than 24 hours after the event has occurred. This can be found on the Website.