



Marlborough Hockey Club

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Guidance for Coaches, Managers and Volunteers when dealing with an incident/accident

Hospitals can only treat children under the age of 14 if a parent/guardian is present or a "Parental Consent Form" is produced.

With the above in mind, coaches and volunteers dealing with players under 14, should follow the guidelines below:

1. Always have with you a copy of the latest membership list giving contact phone numbers
2. Make sure that you have a phone or where a phone is located easily and are aware of the nearest A&E department, both home and away venues. Please note at home in emergencies only the club is able to use the Marlborough College sanatorium.
3. When travelling to away fixture, coaches and managers **MUST** take with them, copies of current Parental Consent Forms for every player and check that the contact numbers are correct for that day.
4. In the event that hospital treatment is required, in the absence of a parent:
 - a. A member of the coaching team must accompany the injured child to hospital with the parental Consent Form.
 - b. The parents must be notified immediately and be given details of the A& E unit their child has been taken to.
 - c. An accident report form should be filled and lodged at the club
5. All team coaches and managers should carry with them a First Aid Kit including clean water and an ice pack, for minor injuries, to any venue away from the Club

Note: Although the above guidelines are primarily targeted at the under 14 age groups good practice dictates that they should be adopted for under 16 age groups as well.



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6. If an accident occurs remain calm but act swiftly and observe the situation. Use your head before your hands. Is their danger of further injuries?
 - a. Listen to what the injured person is saying
 - b. Deal with the life threatening situation:

AIRWAY

BREATHING

CIRCULATION

The aims are to:

PRESERVE LIFE
PREVENT WORSENING
PROMOTE RECOVERY

- c. Alert the first aider who should take appropriate action for minor injuries
- d. In the event of an injury requiring specialist treatment, call the emergency services (999) ensuring that they know the exact location of the injured party
- e. Deal with the rest of the group and ensure that they are adequately supervised
- f. Do not remove someone with major injuries. Wait for the emergency medics. DO NOT leave the patient until medical help has arrived.
- g. DO NOT give anything to eat or drink in case hospital treatment is necessary.
- h. Any person rendered unconscious (even momentarily) must be checked by a doctor
- i. Remember to complete the appropriate incident/accident report from ensuring that it is lodged at the club.
- j. Never admit liability of any sort.



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Head Injury Report Form

Name: _____

Date and Time of incident _____

Witness/First Aider: _____

The person named above received a head injury during a MHC activity. A first aider of the club or senior club official has treated them, however you are advised to look for signs of any new symptoms that may occur during the next 24 hours. It is vital that a reliable adult observes the patient during this time.

SYMPTOMS

Some/all of the following symptoms are common following a head injury. They will usually settle down over a few days but if concerned, seek medical advice from you GP or telephone NHS Direct on **111**.

1. Intermittent headache relieved by painkillers
2. Nausea but not vomiting
3. Loss of concentration
4. Mood changes

FURTHER INFORMATION

The following advice is also provided by a NHS Trust:

- After receiving a head injury, the injured person may eat or drink normally, but it is better to avoid alcohol and physical exertion for the next couple of days.
- A headache can be treated with paracetamol or similar mild painkillers but the stated does must not be exceeded.
- It is safe to take other regular prescribed medication but if there are any concerns, discuss them with your doctor.

If any of the following symptoms develop, go to your local A&E Department immediately.

1. Vomiting more than once
2. Worsening headache not relieved by painkillers
3. Weakness or loss of feeling in any part of the body
4. Increasing drowsiness
5. Fitting or convulsions
6. Persistent disturbances in vision
7. Bleeding or watery discharge from the nose or ear that was not present before the injury
8. Confusion or speech disturbances