

Medical Emergency Action Plan

2021/2 Season

Document Owner: Rugby Executive Committee

The information in this plan should be shared with all coaches/teachers and relevant volunteers as well as all visiting teams.

Copy to be placed in each First Aid kit



In the event of a Medical Emergency call the Emergency Services as quickly as possible on 999/112 giving as many details as possible.

Club/School/College/ University Name:	Wilmslow RUFC
MEAP for: (e.g. Adult matches, age grade matches days etc.)	Senior Matches Age Grade Sunday Training Age Grade & Senior Mid-Week Training
Address & Postcode:	Memorial Ground, Pownall Park Kings Road, Wilmslow, SK9 5PZ Jim Evison Field, SK9 4LY (approx. 5m walk to the club) Altrincham Road, Wilmslow, Club telephone: 01625 522274
Off-site training (inclement weather)	Wilmslow High School (AstroTurf) Holly Road, Wilmslow SK9 1LZ
MEAP Lead (main contact):	Phil Adshead philip.adshead@btopenworld.com Mobile: +44 07866 824541
RugbySafe Lead / First Aid Coordinator (if different from above):	Tony Smith, Rugby Safe Lead Tonymsmith4am@gmail.com Mobile: +44 7785 955 264 Suzanne Kennedy, Club Data Officer Suzannejkennedy42@gmail.com Mobile: +44 7824 474 874
Club Insurance in the event of reportable injury	Contact insurer via Rob Milner, Club Secretary rmilner@m2recruit.co.uk



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Age Group/ Team First Aiders	
Name	Contact Number
U6	Cristian Marcucci +44 7960 343029
U7	Frank Shephard +44 7769 691229 Tom Mather +44 7817 364 276
U8	Richard Fitton +44 7717 000117
U9	Paul Manton +44 7976 935338 Mark Faulkner +44 7504 344 535
U10	
U11	Rick Hughes +44 7946 338911 Charlotte Hughes +44 7909 901 454
U12	Carel Kruger +44 7962 509504
U13	
U14	Caroline Bruce: +44 7932 042719 Suzanne Ryder: +44 7792 908448 Nicola Preston: +44 7966 547579
U15	
U16	
Colts	Claire Jackson +44 7738 021 944
First XI	Phil Adhshead +44 7866 824541
Second XI / Fat Dads	



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Ambulance Access Point	
Pitch Side	Via car park Enter from Kings Road. Enter car park, then turn right. Access point is at the car park side of the pitch
First Aid Room	Next to the club house. Access direct to changing room annexe
Club House	Hashed parking immediately in front of the club house door, accessed from main car park. Enter car park, turn left.
Wilmslow High School	Entry via main school gates off Holly Road. Continue past sports halls to Astro Turf area.
Jim Evison	Enter via main car park from Altrincham Road. Barrier locked; Duty Officer to retain key. Team first aider to retain Duty Officer contact details / DO to get to Jim Evison in case of emergency (see below)
First Aid Equipment Location	
First Aid Kit	In the club house / behind the bar In First Aid Room With each age group during match / training
Defibrillator (AED)	External, to the side of the changing room block Registered with https://www.heartsafe.org.uk/aed-locations
Stretcher (for use by trained individuals only)	In Changing Room
Other Equipment (for use by trained individuals only)	Entonox Treatment bench (2) Walkie talkies Crutches
Wilmslow High School	Pitch Side First Aid Kits (with Coach or First Aider) Nearest AED: call 999 Hospitals – as above



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Location of Local Hospitals/Services	
Accident & Emergency	<p>Macclesfield DGH 31 Victoria Road, Macclesfield SK10 3BL ~10 miles / 20 minutes on clear roads</p> <p>Wythenshaw Hospital Southmoor Rd, Wythenshawe, Manchester M23 9LT ~6 miles / 14 minutes on clear roads</p>
Minor Injuries	As above
Pharmacy	<p>Well Community Pharmacy 1, Lindow Parade, Chapel Ln, Wilmslow SK9 5JL ~1.5 miles</p> <p>Wilmslow Town Centre Boots Pharmacy 24-26 Grove St, Wilmslow SK9 1DY ~2.5 miles</p>



MEAP Chain of Command & Procedures

At Jim Evison

In the event of needing ambulance, **Pitch side first aider / coach** to contact **Duty Officer** to open access barrier if ambulance access is required. Then proceed as below

Duty Officer to keep a record of First Aiders available on the day / at the venue & their age group (if applicable) & approximate location. Duty Officer to retain site of MEAP. DO to know location of ambulance key access

Coach must ensure that a First Aider is present at Pitch Side, and must have the contact details of the **Duty Officer**.

First Aiders to make themselves known to Duty Officer, and maintain accurate information in GMS.

Pitch Side First Aider must provide immediate first aid, and in the event of more serious injury must contact emergency services themselves.

If Pitch Side First Aider is NOT available, **Coach** to assign a Parent or other volunteer to contact Duty Officer who will dispatch First Aid from another game / pitch.

Head Coach must adhere to the following protocol

Only after the immediate injury is assessed, treated and handed to ambulance if applicable, the Club **must complete the accident book (held at the bar) and report all [reportable injuries](#) to the RFU.**

- 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 six hours of a game finishing.

The [injury report form](#) should be used to record the injury.

In the event of an injury that fulfils one of the above definitions, after providing immediate first aid and arranging transport by ambulance to hospital:

- 1) Notify the club as soon as the seriousness of the player's condition is confirmed and **certainly within 48 hours of the game or training session** by
 - a. Email to the Chairman & Rugby Safe Lead
 - b. Email to the Junior Chairman (age grade only)
- 2) A club representative, usually **Rugby Safe Lead** will phone the RFU Injury Reporting Helpline 0800 298 0102 or email sportsinjuriesadmin@rfu.com
- 3) **Rugby Safe Lead** to ensure the clubs insurers are notified
- 4) In the event of a potentially catastrophic injury or fatality, the RFU Injured Players Foundation (IPF) will be notified and will get in touch with the club and/or player (or their family) to confirm the injury and any immediate welfare needs
- 5) The Coach reporting the incident to the club **must complete** the club accident book
- 6) The Coach must record or arrange for any witness statements to be taken. Where a potential insurance or personal injury claim may arise, clubs are required to retain these on file. Such statements must confine themselves to the facts and not include opinion, hearsay or apportion or infer blame. They must be signed & dated by the person making them
- 7) If the incident relates to a disciplinary incident, the **Rugby Safe Lead** should keep the Discipline Officer informed of material progress or relevant circumstances



Other Relevant Information

In the event of training being held at Wilmslow High School

The Age Group Coach is, in effect, the Duty Officer for their age group

In this respect the Age Group Coach must make sure they have contact information for the age group Pitch Side First Aider, and know ambulance access points / availability of AED

In the event of a Medical Emergency call the Emergency Services as quickly as possible on 999/112 giving as many details as possible.

Update: February 2022 to reflect First Aiders taking the March 2022 accreditation

