

# DEVIZES RUGBY CLUB

Affiliated member of  
Dorset & Wilts. RFU



Member of the RFU  
and England Rugby

## MEDICAL EMERGENCY ACTION PLAN for all rugby, rugby related and social activities

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

<b>Club Name and Address (inc. postcode / Sat Nav)</b>	Devizes Rugby Club, The Sports Club, London Road, Devizes, Wilts. SN10 2DL [what3words = <i>corded.vets.soup</i> ]
<b>MEAP Lead [main contact]</b>	AIMI DALLYN = 0759 780 1800
<b>Age Group / Team First Aiders and Contact Numbers</b>	
Tag, Mini/midi, Youth	DAVE PANES = 0779 483 7959
Girls	AIMI DALLYN = 07926 250178
Academy, Ladies and Senior Men's 1XV	JAKE HOLSTEAD = 07889 857006
Men's 2XV	EMMA SYKES = 07756 238517
<b>Ambulance Access Point</b>	
Pitch Side	Through marked gates in fencing
Medical Room	Part of the Club House building
Club House	See Address / details above
<b>First Aid Equipment &amp; Location</b>	
First Aid Kits	See Age Group / Team First Aiders, who stock and replenish kits
Defibrillator (AED)	In Medical Room [access using keypad]
Stretcher	In Medical Room (for use only by trained people)
Other Equipment	In Medical Room (for use only by trained people)
<b>Location of Local Hospitals / Services</b>	
Accident & Emergency	Great Western, Swindon; Royal United, Bath; Salisbury General
Minor Injuries	Chippenham or Trowbridge, but neither has x-ray facilities
Pharmacy	Morrisons Supermarket; Boots; Rowlands Pharmacy

### Chain of Command & Procedures

For incidents that require first aid, usually:

- the Match Official (Referee) decides whether to stop a match;
- the coach in charge decides whether to stop a training session;
- the First Aider attends to the injured person and decides whether the Emergency Services need to be called;
- the coach in charge of the training session or the manager of the player's team
  - either calls the Emergency Services or deposes someone to do so
  - controls bystanders, concerned players or family members
  - deposes people to meet / guide emergency medical personnel
  - subject to any Safeguarding guidelines, ensures that the appropriate person accompanies the injured person to hospital
  - contacts the injured person's family (and school, if appropriate)
  - always records the details by completing an injury/incident report form.

Also, for incidents involving a Reportable Injury:

- the coach in charge of the training session or the manager of the player's team
  - ensures that the RFU Injury Reporting Unit is notified by phone or email within 48 hours of the match or training session
  - works with the RugbySafe Lead and/or the Club Secretary to complete and submit an RFU Injury Report Form
  - obtains written witness statements

For an off-the-field incident or injury, any officer of the club or other club member who is present is responsible for making sure the details are recorded in the Accident Book or an incident/injury report form.

The Club Secretary for the time being is responsible for notifying the club's insurers as necessary, so needs to know about all incident and/or injuries as well.

### Other Relevant Information

Each coach /team manager will have a copy of the MEAP, which will also be available online and posted around the clubhouse.

Players, parents/guardians and other members are responsible for entering and maintaining their own medical history and records on GMS, along with their emergency contact details. They will also find key contact information on GMS.

An Accident Book and a stock of Incident & Injury Reporting Forms is located in the Medical Room. Alternatively, use the RFU's own online form(s) and email a copy of the same to the Club Secretary for the time-being.

The RugbySafe Lead will:

- disseminate the Incident Recording & Injury Reporting Policy and the MEAP
- conduct an audit of GMS records and the club's injury/incident records each month
- monitor procedures to assess whether they are being followed
- report to the Management Board through the Club Secretary
- review policies and procedures, make recommendations for and then implement any improvements needed from time to time in liaison with the Director of Rugby and the Coaching Coordinator.

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