



## Romsey Wasps Junior Rugby Club First Aid – The Reporting of Incidents.

The RFU ruling on first aid at matches is that the home clubs are obliged to provide first aid cover for all players, match officials and members of the general public who attend any game. Whilst Romsey Wasps have fully trained Occupational First Aid personnel attached permanently to the club, it should be noted that these First Aiders only attend home games and not away games. Sometimes due to holidays or sickness, it may not be possible to cover all sites in use at any one given time. In this instance, trained personnel will only be able to cover matches and not training.

The following guidance for reporting of injuries is given so that everyone is aware of the procedures to be followed in order to comply with the RFU rules and current HSE legislation concerning sports clubs and organisations. Part of it is common sense however some is mandatory under current law.

1. On occasions when the Occupational First Aid Personnel are absent during training or matches, someone with basic first aid knowledge should initially attend to an incident. A note must be written by the manager or the coach or by someone acting on their behalf to record the facts. This information **MUST** include the following data:
  - The name of the injured party or parties.
  - The team or squad that they are playing for.
  - The nature of injury that is suspected.
  - The date **AND** the time of the incident.
  - The place or location that the event is being held at.
  - You should indicate whether the event is training or a match.
  - If it is a match, the referee's name **MUST** also be recorded.
2. It is important that **ALL** injuries are recorded and the information passed on to Romsey Wasps First Aid Manager so that it can be correctly recorded in the club's accident book. It is particularly important where any of the following occur:
  - There is any sign of head injury, neck injury or spinal injury or any injury that you are unsure about.
  - An ambulance is called.
  - A person is taken to an Accident and Emergency department by any means of transport.
  - A player can not continue with the training activity or the match due to their injury.
  - There is any injury that results in admission to hospital either by ambulance or other means of transport within six hours of a training session or completion of a match.

There is a legal obligation under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations for the club to make a record of all injuries. These must be kept for a minimum of three years. There is also a legal obligation under The Duty of Care Regulations for the same action to be carried out. Risk Assessments will need to be undertaken should it be seen that there are repeat injuries happening on a regular basis but obligations under the Data Protection Act will need to be observed.

All teams should carry an approved first aid kit. Whilst there is no compulsory contents list (only suggested items), the law is specific regarding containers used for storage of first aid materials which should be dust and damp proof and identified by use of a white cross on a green background.

It is suggested that the club adopts HSE kits suitable for 20 persons and that these be standardised for all teams within the club. First Aid kits must be regularly inspected and returned at the end of the season for restocking by the First Aid Manager.

If you require any further information regarding these guidelines, please contact the First Aid Manager by email at [first.aid@romseywasps.co.uk](mailto:first.aid@romseywasps.co.uk) or at the pitch-side on a Sunday morning during the season.