MEDICAL EMERGENCY ACTION PLAN

Clubs and rugby activity providers should have a Medical Emergency Action Plan (MEAP) in place to identify needs and protocols in an emergency situation.

Along with appropriate levels of first aid cover, a MEAP should be an integral part of the player welfare provision across all sports and recreational activities.

A MEAP should consider all those involved, including players, coaches, officials, first aiders, volunteers, parents and spectators. It should provide a simple, safe and systematic approach to ensure that any emergencies can be dealt with quickly and efficiently.

It is important that the MEAP is effectively communicated to coaches, first aiders and any others who would be involved in the incident management during an emergency.

USEFUL INFORMATION AND LINKS

Other player welfare resources are available in the **RugbySafe Toolkits.**

DEVELOPING A MEDICAL EMERGENCY ACTION PLAN

Preparation is the key to responding to unexpected emergencies, therefore a MEAP should include all relevant categories and emergencies (both on and off the pitch).

The plan should outline the roles and responsibility of different personnel and include clearly set out procedures, a different plan may be required for different events e.g. adult matches and age grade rugby on a Sunday morning. In all cases, the following should be considered when developing a MEAP:

FACILITY

1. What is the addresss, exact location (e.g. what3words) and correct post code for the venue? For mutliple sites, is this information available for each one?
2. Where will the emergency services access the pitch? Is the marked out and kept clear?
3. Is there a designated place for all keys that open gates or doors to the facilities?
4. On bigger sites (campuses) is there a map of the grounds and buildings available for emergency services?
5. Where is the nearest A&E? Where is the nearest minor injuries hospital?

EQUIPMENT

1. Where is first aid equipment located? Is it clearly marked and accessible?
2. Are all first aid kits regularly checked and fully stocked?
3. What other equipment is available and where is it located e.g. Automated External Defibrillator, stretcher etc.?
4. Are there allocated phones readily accessible both pitch-side and in the clubhouse/facilities?
5. Are player medical history forms available if required? Are these stored correctly in normal circumstances?

PERSONNEL

1. What roles and responsibilities will different individuals have?
2. Specific people should be allocated to;
   - > Provide care to the injured person
   - > Control bystanders, concerned players or family members
   - > Meet/guide emergency medical personnel
   - > Travel with the injured athlete to hospital when appropriate
   - > Contact the injured player's family or carer(s).

COMMUNICATION

1. Where is the MEAP information located?
2. How does everyone know about the MEAP and what to do?
3. Provide players/parents with information of key contacts e.g. team manager, coaches on match days.

CHAIN OF COMMAND & PROCEDURES

1. Exactly what will the procedure in an emergency be?
2. Who will be in charge?
3. Who will call the ambulance?
4. What is the key information required for the emergency services?
5. Who will meet the ambulance?
6. How will everyone know who is in charge?
7. Who will have the responsibility of informing parents, next of kin etc.?
8. Who will record information about the incident and where will it be stored?

TRANSPORTATION

1. When the emergency services aren't required, what are the arrangements for taking an injured player to hospital? What arrangements need to be made for both home and away matches?

2. Who will transport the injured players to the local hospital? In age grade rugby, will there still be appropriate levels of supervision for the other players? Children should not travel alone with an adult unless it is their parent/carer(s).

FOLLOW-UP

1. Who will be responsible for completing the appropriate documentation, e.g. the incident/injury report form?
2. If it is a RFU reportable event, who is responsible for completing and submitting the form?
3. Who needs to be contacted post incident, e.g. checking in with an injured player?
4. Who will be responsible for restocking the first aid kits?
5. Is an incident debrief and review of the MEAP required? Was it as effectiveness as possible?

RFU REPORTABLE INJURY EVENT REPORT FORM

Please use this form to report any injuries whilst playing rugby or taking part in organised rugby squad training sessions that fit any of the following definitions:

1. An injury which results in the player being admitted to a hospital.
2. Deaths which occur during or within 6 hours of a game finishing.
3. An injury on artificial grass pitches or from equipment (e.g. sports goggles).

Date of report:		Date of injury:	
Player's name:		DoB or age:	
Club/School etc.		Team:	
Nature of suspected injury:			

Category:
- ☐ 1. An injury which results in the player being admitted to a hospital.
- ☐ 2. Deaths which occur during or within 6 hours of a game finishing.
- ☐ 3. An injury on artificial grass pitches or from equipment (e.g. sports goggles).

Injured player contact details

Player's contact number:			
Additional contact (e.g. Next of kin) name:			
Relationship to player:		Phone number:	

Please submit as much of the following information as you can, as soon as possible following the incident.

The RFU uses this data for contacting individuals (via the RFU Injured Players Foundation) and/or their clubs who are identified as requiring immediate support in the case of a potentially catastrophic injury. Information regarding the circumstances of injury may be used anonymously to monitor injuries throughout the game. Further information is available in the privacy policy at **IPF website**.

☐ Game ☐ Training ☐ Grass ☐ Artificial grass ☐ Other surface

Was there (please select)		
Appropriate first aid in place?	☐ Yes	☐ No
Any alleged foul play relating to the injury event?	☐ Yes	☐ No

GAME INJURIES ONLY

Opposition Club/School etc.:		Team:	
Name of Referee:		Venue:	

Name of reporting person:	
Position within Club/School etc.:	
Contact telephone number	

Once completed, please send this form to: RFU Sports Injuries Administrator: **sportsinjuriesadmin@rfu.com** or report by phone on **0800 298 0102**

REFEREE RFU REPORTABLE INJURY EVENT REPORT FORM

It is important that the referee records the event whilst it is clear in his/her mind. If the referee has any concerns about completing the report or requires assistance, he/she should not hesitate to contact either the local Society secretary or the RFU Match Official Development Manager, Michael Patz at **michaelpatz@rfu.com**.

Home Team:		Away Team:	
Name of Home Team Captain:		Name of Away Team Captain:	
Name of Home Team Coach:		Name of Away Team Coach:	
Date of Match:		Level of Match:	

Factual Summary of Incident (please use your "own words" and do not include speculation, opinion or guesswork)

Was the match card submitted to the Referee Society?		☐ Yes ☐ No	
Touch Judges' Names (if applicable):			
Name(s)/contact details of First Aid / Immediate Care staff attending:			
Name(s)/contact details of spectators who witnessed the incident:			
Referee's Name:		Date of report:	
Phone No:		Email:	

Please submit one copy of the completed report to your Referees Society Secretary (retain for 6 years) and one to the RFU Sports Injuries Administrator via email sportsinjuriesadmin@rfu.com or post to Sports Injuries Administrator, Rugby Football Union, Rugby House, Rugby Rd, Twickenham, TW1 1DS.

If the referee receives any communications from third party lawyers, these should be sent directly to his/her local society and emailed to the RFU Legal Department via **legal@rfu.com**. The injured party's advisors will often approach various sources seeking to obtain information such as the Club, individuals, the Referees' Society and/or the referee, and therefore any correspondence or telephone calls received from lawyers representing injured parties should be referred to the RFU's Legal Officer.

MEDICAL EMERGENCY ACTION PLAN TEMPLATE

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

Club/School/College/ University Name:	Fairford Rugby Football Club
MEAP for: (e.g. Adult matches, age grade matches days etc.)	Adult Matches
Address & Postcode:	CHOP, Horcott Road, Fairford, Gloucesters
Sat Nav Postcode / Additional location details for Emergency Services:	GL7 4DB (WTW - scan.upholds.conspired)
MEAP Lead (main contact):	Louise Little - Rugbysafe Lead 074975064
RugbySafe Lead / First Aid Coordinator (if different from above):	

Age Group/ Team First Aiders	
Name	Contact Number
Anthony Little	07766256138
Charlie Bailey	07393 208270
Kenny Robins	07944 711097
Daisie Cox	07745 712461
Aimee Grierson	07884300014
Katy Perrett	07392 006136

Ambulance Access Point	
Pitch Side	Gate on Horcott Road
First Aid Room	Cabin 1
Club House	N/A

First Aid Equipment Location	
First Aid Kit	Pitchside
Defibrillator (AED)	Fairford Football Pitches clubhouse (nr doo
Stretcher (for use by trained individuals only)	N/A
Other Equipment	N/A

MEDICAL EMERGENCY ACTION PLAN TEMPLATE

Location of Local Hospitals/Services	
Accident & Emergency	Great Western Hospital, Swindon
Minor Injuries	Cirencester Hospital, Cirencester
Pharmacy	Boots, Fairford

MEAP Chain of Command & Procedures

See attached club protocol for dealing with injury or emergency.

Other Relevant Information

All injury must be reported to RugbySafe Lead -

Louise Little
07497506473
rugbysafe@fairfordrfc.co.uk

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

ENGLANDRUGBY.COM/RUGBYSAFE

FACEBOOK.COM/RUGBYSAFERFU

@RUGBYSAFE