



London Wayfarers Hockey Club

Emergency and First Aid policy

While the following guidelines are specific to London Wayfarers Hockey Club members, players and their associates, they provide first aid information for patrons, guests and visitors using LWHC facilities.

ROLES AND RESPONSIBILITIES

There are no resident onsite first aid personnel.

Each Team Manager or Group Welfare/First Aid co-ordinator is responsible for maintaining a first aid kit and ensuring it is available at all games. Group Welfare/First Aid Co-ordinators are responsible for ensuring first aid cover at all training sessions. All first aid kits will be fully stocked at the beginning of each season. Each year the club will organise specific first aid training, which will be made available to all club volunteers.

All players must wear safety equipment, in particular gumshields and shin pads. Team Managers are expected to remind players to wear safety gear. All players using the facilities participate in sport at their own risk.

Welfare Officers are Penny Stubbs and Jo Dittrich who are contactable on welfare@londonwayfarers.com.

HEALTH DECLARATIONS:

At the beginning of the season all LWHC members will be asked to supply medical information on the club membership form, including details of who to contact in case of an emergency.

Membership forms will be processed by the club's membership secretary and details entered onto the club's database. This can be accessed by each Group Captain or Team Manager so that they may print off each player's medical and emergency contact information, and ensure that the information is held securely at every fixture and training session.

FIRST AID KITS:

Each LWHC team **MUST** have a First Aid kit with them at all times during home and away games and at training. Each LWHC team must have a first aid representative who will be

responsible for maintaining and taking the First Aid kit to every game and ensuring if anyone is injured they receive appropriate care for their injuries.

Recommended First Aid Kit contents:

2 ice packs	3 dressings with bandages
3 medium non adherent dressings	1 box assorted plasters
1 bandage	1 Triangular bandage
1 foil heat blanket	1 eye wash
1 sanitiser	2 examination gloves
1 disposal bag	Scissors
Safety pins	5 non woven swabs
Accident book	Pen

All injuries should be recorded in the book in the main first aid bags including date, name, nature of injury, action taken, name or recorder and any follow up actions or outcomes. Appendix I can be used for away fixtures.

GUIDELINES FOR DEALING WITH AN INCIDENT/ACCIDENT

Stay calm but act swiftly and observe the situation.

Is there danger of injury/further injuries? If necessary, evacuate the pitch in a calm and controlled manner.

If there is an injury, listen to what the injured person is saying.

In the event of an injury requiring specialist treatment, call the emergency services.

Ensure that the rest of the group is adequately supervised.

Do not move someone with major injuries unless they are in serious danger of further injury. Wait for the emergency services.

Contact the injured person's parent/guardian/next of kin.

Complete an incident/accident report form (see appendix I) and email to welfare@londonwayfarers.com.

First Aid kits are supplied to each team at the club and will be pitch side.

REPORTING AN INJURY

In the event of serious injuries, please call 999 for an ambulance. Emergency services should be able to access all pitches in the case of an emergency.

Pitch Location Information

Streatham and Clapham High School, 42 Abbotswood Road, London SW16 1AW

Dulwich College Sports Centre (second astro on right of sports centre car park) Pond Cottages, London SE21 7LE

Kennington Park Astro, Kennington Park Road, London SE11 4DA

Battersea Park Astro, Battersea Park, London SW11 4EU

Crystal Palace Astro, Ledrington Road, London SE19 2BB

La Retraite Astro, Atkins Road, London SW12 0AB

Newton Prep Astro, Lockington Road, London SW8 4BE

Nearest NHS A&E are

St Georges Hospital (SCHS, Crystal Palace, La Retraite), Blackshaw Road, London SW17 0QT

Kings (Dulwich, Crystal Palace), Denmark Hill, Brixton, London SE5 9RS

St Thomas' s (Kennington) Westminster Bridge Road, Lambeth, London SE1 7EH

Chelsea and Westminster (Battersea Park, Newton Prep) 369 Fulham Road, London SW10 9NH

Croydon University Hospital (Crystal Palace) 530 London Road, Croydon CR7 7YE

Appendix 1 - ACCIDENT REPORT FORM

Please ensure that this form is completely legible and is signed and dated.

1. Name and location of facility	
2. Full name of coach supervising the session	
3. Full name of the injured person	
4. Full address of the injured person	
5. Age of the injured person	
6. Date and Time of accident	
7. Nature of injury, including location on body	
8. Nature of any injuries/after-effects which developed later	
9. FULL details of the accident including;- how it happened; what activity was being performed; where it happened (if off pitch);	
10. Witness name(s) and address(es)	
11. Action taken:	
Police called: Yes / No	Ambulance called: Yes / No
Parent informed Yes / No	
12. Details of first aid given	
13. Other actions?	

Section to be completed by supervising coach/leader. I confirm that the above details are correct and accurate to the best of my knowledge

Print name:	
Signature:	Date:

Last Reviewed September 2017