



## **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 and training sessions. Group Welfare Officers, Group Captains and Senior Captains 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 and members.

All players must wear safety equipment, in particular mouthguards 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.

### **HEALTH DECLARATIONS**

At the beginning of the season all LWHC members will be asked to supply medical information through Teamo, including details of who to contact in case of an emergency. This can be accessed by each Group Captain, Senior Captain or Team Manager so that the information is accessible 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	Safety pins
3 medium non adherent dressings	1 box assorted plasters	5 non-woven swabs
1 bandage	1 Triangular bandage	Scissors
1 foil heat blanket	1 eye wash	1 disposal bag
1 sanitiser	2 examination gloves	

All injuries should be recorded in the book in the main first aid bags or on the form attached as appendix 1, including date, name, nature of injury, action taken, name or recorder and any follow up actions or outcomes. Forms should be sent to [welfare@londonwayfarers.com](mailto:welfare@londonwayfarers.com). It is the responsibility of welfare officers to report injuries to England Hockey as required.

## **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 1) and email to [welfare@londonwayfarers.com](mailto:welfare@londonwayfarers.com).

## **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.

## NEAREST NHS A&E

NEAREST HOSPITAL	Bank of England Sports Ground	Battersea Park	Crystal Palace	Dulwich College	Kennington Park	King's House Sports Ground	La Retraite	Newton Prep	Streatham & Clapham High School	St Francis Xavier 6 <sup>th</sup> Form College	Wimbledon High School	Contact Number
<b>Charing Cross Hospital</b> , Fulham Palace Rd, London, W6 8RF						4.0						020 3311 1234
<b>Chelsea and Westminster Hospital</b> , 369 Fulham Road, London SW10 9NH	3.3	1.2				5.0	3.0	1.6		2.7		020 3315 8080
<b>Croydon University Hospital</b> , 530 London Road, Croydon CR7 7YE			2.7	3.7								020 8401 3000
<b>King's College Hospital</b> , Denmark Hill, Brixton, London SE5 9RS				3.3								020 3299 9000
<b>Kingston Hospital</b> , Galsworthy Rd, Kingston upon Thames, KT2 7QB	3.6										2.9	020 8546 7711
<b>St George's Hospital</b> , Blackshaw Road, London SW17 0QT							2.0		1.8	2.0	1.9	020 8672 1255
<b>St Mary's Hospital</b> , Praed Street, London, W2 INY												020 3312 6666
<b>St Thomas's Hospital</b> , Westminster Bridge Road, Lambeth, London SE1 7EH		2.0			1.0			1.9				020 7188 7188
<b>University Hospital Lewisham</b> , Lewisham High Street, London, SE13 6LH **				2.9								020 8333 3000
<b>West Middlesex University Hospital</b> , Twickenham Road, Isleworth, Middlesex, TW7 6AF	3.3					5.4						020 8560 2121
<b>Minor Injuries Unit at Queen Mary's Hospital</b> , Roehampton Lane, London SW15 5PN (APPT ONLY – 8am – 8pm)	1.1										4.2	Call 02087250120 to book an appointment.

## **PITCH INFORMATION (Inc Defibrillator and Emergency Assembly Location)**

<b>Pitch</b>	<b>Address</b>	<b>Defibrillator Location</b>	<b>Emergency Assembly Point</b>
Bank of England Sports centre	Priory Lane, London SW15 5JQ	Reception Desk / old pool office in the Sports Complex.	In front of the Pavilion by the disabled parking bays.
Battersea Park	London SW11 4EU	Attendant's office by the changing rooms	Main gate or back gate if inaccessible
Dulwich College	Pond Cottages, London SE21 7LE	Sports centre reception	Sports Centre car park (Sports Club staff will lead) marked by a large green sign by entrance to car park.
Emanuel School	Battersea Rise London SW11 1HS	Sports Hall by the reception desk (plus at the swimming pool and Nurse's office)	Left or right of Gate House
Kennington Park	Kennington Park Road, London SE11 4DA		
Kings House School Sports Ground	Riverside Drive, Chiswick, London W4 2SH	Ground floor between the 2 bars next to the first aid box. In the men's changing room if the clubhouse is closed for any reason.	Main Car Park
Newton Prep	Lockington Road, London SW8 4BE		
Streatham and Clapham High School	42 Abbotswood Road, London SW16 1AW	In the foyer of the pavilion (by the kitchen area). Always accessible.	Astroturf pitch
St Francis Xavier College	10 Malwood Road, London SW12 8EN	Main Foyer – on the wall on the right hand side. Always accessible.	Car Park (or Clapham Common for major incidents)
Wimbledon High School Sports Ground	Nursery Road, London SW19 4JA	On the wall in the Medical Bay – first door on left in clubhouse.	Between hockey pitch and tennis courts outside the pavilion.

## Appendix I – LONDON WAYFARERS ACCIDENT REPORT FORM

Please ensure that this form is completed legibly 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 June 2023