

Leeds Adel Hockey Club

Dealing with Accidents and Emergencies

Guidance Notes for Coaches, Team Managers, Volunteers and Team Captains when dealing with an emergency

When dealing with all junior players (Under 16) the following guidelines should be followed:

1. Always have a copy of the latest membership list, giving contact phone numbers
2. Ensure that you have access to a phone (mobile or landline) and are aware of the nearest A&E Department, for both home and away venues
3. When travelling to away fixtures, coaches and managers **MUST** take with them copies of Parental Consent Forms for every player and check that the contact numbers are correct
4. In the event that hospital treatment is required, in the absence of a parent:
 - A member of the coaching team must accompany the injured child to hospital with the parental consent form
 - The parents must be notified immediately and given details of the A&E department that their child has been taken to
 - An accident report form should be completed and lodged at the club
5. All team coaches and Managers should take with them a first aid kit, including water and ice pack for minor injuries to all away matches

NB: Hospitals can only treat children under the age of 14 if a parent/guardian or a 'parental consent form' is produced

If an accident or injury occurs:

- Stay calm but act swiftly and observe the situation. Is there danger of further injuries?
- Listen to what the injured person is saying
- Alert the first aider who should take appropriate action for minor injuries
- In the event of an injury requiring specialist treatment, call the emergency services
- Deal with the rest of the group and ensure that they are adequately supervised
- Do not move someone with major injuries. Wait for the emergency medics
- Contact the injured person's parent / carer
- Complete an incident/accident report form and leave completed form behind bar in a sealed envelope FAO Bridget Petty, Hockey Section Welfare Officer