



## Havant Hockey Club – Incident / Accident Guidelines

### **GUIDELINES FOR DEALING WITH AN INCIDENT / ACCIDENT**

- Ensure that the remainder of the group is safe, removed from the scene of the incident and supervised appropriately. If taken away from the pitch ensure that a role call is undertaken.
- Remain calm but act decisively in response to the situation, bearing in mind the possibility of aggravating or adding to any injuries.
- Alert the first aider who should take the appropriate action for minor injuries.
- If an injury is sufficiently serious dial 999 for an ambulance, and other emergency services if necessary – all teams should have someone with a mobile phone in attendance.
- Do not move anyone who has major or suspected major injuries. Wait for the professional medical assistance, keeping the casualty warm and calm.
- Contact the injured person's parent or guardian.
- At the appropriate time complete a report in the accident book which is held in the clubhouse.

#### **First Aid**

- The first aider should do no more than he or she is qualified to do
- If the casualty can be moved but needs hospital treatment they must be accompanied to the nearest hospital by a responsible adult.
- If in any doubt as to the seriousness of an injury dial 999 for an ambulance

#### **First Aid Kits**

- Each team will be supplied with a first aid kit which will be held by a nominated person. For senior teams this will be the team manager or captain and for junior teams it will be the team manager.
- The first aid kit should be pitchside at every match or training session.
- Holders of first aid kits should ensure that they are fully stocked at all times. Specialist equipment (e.g. ice packs) is available via the Junior captain.

#### **Prevention**

- In order to ensure that the club prevents accidents and incidents arising at all, the following procedures have been adopted
  - All players are encouraged to wear shin-pads and gum-shields – and with Junior players this is a mandatory requirement.
  - Risk assessments are carried out for all home venues.
  - Appropriate Insurance arrangements have been taken out by the club.
  - Only qualified coaches may conduct coaching sessions.