

# MEDICAL EMERGENCY ACTION PLAN



## Medical Emergency Action Plan

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

<b>Club/School/College/University Name:</b>	<b>Hornets RFC</b>
<b>MEAP for: (e.g. Adult matches, age grade matches days etc.)</b>	<b>Clubhouse private functions / regular events / Hire of the AGP</b>
<b>Address &amp; Postcode:</b>	Hutton moor road Weston super mare North Somerset BS22 8LY
<b>Sat Nav Postcode / Additional location details for Emergency Services:</b>	BS22 8LY
<b>MEAP Lead (main contact):</b>	Clare Wilkins 07583262087
<b>RugbySafe Lead / First Aid Coordinator (if different from above):</b>	Clare Wilkins rugby safe Lead Jordie Davarian-Cross

### Circulation of this plan

**First Aiders, Safeguarding Manager, Bar Staff, Kitchen Staff, Volunteers and Visiting members of public or other sports clubs / schools.**

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Age Group/ Team First Aiders	
Clubhouse staff / Volunteers	Private functions / regular events
	<ul style="list-style-type: none"> <li>• Rich Powell</li> <li>•Katie Taylor</li> <li>• Daizy Dimond</li> </ul>
Ambulance Access Point	
Pitch Side	Marked Bays in the car park to enable pitch side access
First Aid Room	AGP pitch side 1 <sup>st</sup> aid Room (container provisions to be completed 2023/2024) Main medical room, far right side of the club house by changing rooms.
Club House	Main front doors / side entrance to left and right of building
First Aid Equipment Location	
First Aid Kit	Pitch side / first aid room / pitch side medical room / behind the bar / main kitchen/ under the post container.
Defibrillator (AED)	Behind the bar visual to all. (AED will also be in the new 1 <sup>st</sup> aid room container 2023 /2024) Hutton moor leisure centre will have one that can be used for emergencies that may occur on Pitch 3 and Pitch 4 (behind Hutton moor leisure centre)
Stretcher, use by trained Individuals only	Medical room, only to be used by trained ICP's not to be used by EFA unless specifically trained to do so. Not to be used by those with basic 1 <sup>st</sup> Aid certificates
Other Equipment	Medical room ( neck braces)

Location of Local Hospitals/Services	
Accident & Emergency	Weston General Hospital, (8am-10pm) Grange Road, Uphill, Weston super mare, North Somerset BS23 4TQ  Southmead Hospital, (24/7) Southmead Rd, Bristol, BS10 5NB
Minor Injuries	Clevedon Minor Injuries Unit (8am -8.30pm) Old street, Clevedon BS21 6BS
Pharmacy	Asda Pharmacy (9am-9.30pm) Phillips road, Winterstoke road, Weston super mare, North Somerset, BS23 3 UZ

## MEAP Chain of Command & Procedures

### Roles and responsibilities

Hornets RFC will have trained 1<sup>st</sup> Aiders who are members of the bar and kitchen staff. These members of staff will be responsible for any 1<sup>st</sup> aid Accidents / incidents that happen within the club house, carpark and playing fields during private functions, regular events and general use of facilities, where the general public are present. Staff will be responsible for reporting any accidents / incidents on the pro- active accident and incident reporting app.

For those person/ persons who privately hire the AGP for sports related training or games it is their responsibility that they have pitch side 1st aiders present during the activity as per their own policies and procedures. It is expected that they will provide Hornets RFC with their own 1<sup>st</sup> Aid risk assessment and plan to manage these situations.

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In the event of a medical emergency the 1<sup>st</sup> Aider will delegate the below roles to a member of staff or volunteer. roles will include:

- Bystander and crowd control
- To meet and guide emergency vehicle and personnel.
- Travelling with injured person if required
- Contact injured persons NOK

## MEAP Procedure

Role of the 1<sup>st</sup> Aider during a medical emergency.

-Assess the immediate environment for danger to self, injured person and public. 1<sup>st</sup> Aider to alert other members of staff / volunteers of the severity of situation.

-1<sup>st</sup> Aider to attend to injured person, ensuring they have the 1<sup>st</sup> Aid kit with them. 1<sup>st</sup> Aider should complete a structured ABCDE assessment. If a spinal injury is indicated, then the 1<sup>st</sup> Aider will commence spinal stabilisation. Spinal stabilisation may be delegated to another member of staff or volunteer, if appropriate.

-The 1<sup>st</sup> Aider will reassure the injured person where appropriate and then make a call to the emergency services giving the following information.

- Ambulance required at Hornets RFC (**Hutton Moor Road, W-S-M, BS22 8LY**).
- Person's name, gender, and approximate age.
- Consciousness level? Breathing?
- Suspected injury and status of injury (head, spine, airway obstruction, sudden collapse, worsening or stable).
- Current treatment (CPR, AED, immobilisation),
- Any medication given (inhalers, epipen)
- Injury mechanism.
- Other relevant information obtained from the injured person.

-Nominated volunteers should ensure a clear path identified for emergency services, meet and guide emergency vehicles from the club entrance into the carpark and to where the injured person is.

-Nominated volunteers should ensure appropriate crowd control measures in place, aiming to maintain calm management of bystanders and dignity of the injured person.

-At appropriate time the 1<sup>st</sup> Aider will contact the injured persons NOK to inform them of injury and current plan.

### -Suspected spinal injuries:

- 1<sup>st</sup> Aider to assess the situation and call emergency services. 1<sup>st</sup> Aider to ask for assistance from staff / Volunteers to support the 1<sup>st</sup> Aider in maintaining cervical alignment by placing hands either side of the injured persons head and making sure the injured remains still.
- 1<sup>st</sup> Aider to use a foil blanket to help keep the injured person warm if the incident has happened outside and reassure the injured person.
- 1<sup>st</sup> Aider to monitor Vital signs and neurological status throughout. If any deterioration happens 1<sup>st</sup> Aider to immediately call emergency services and update situation.
- If the injured person needs to be moved (eg: to protect airway during vomiting) a log roll should be performed, led by 1<sup>st</sup> Aider. The 1<sup>st</sup> Aider should stabilise the cervical spine and

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request help from three volunteers. The volunteers **should stand in height order** with the tallest nearest the injured persons shoulders. The 1st will instruct on hand placement of the Volunteers. The roll will be performed to 90 degrees on the command '**READY, STEADY, ROLL**'. The same command will be given to return to the starting position.

- Continuous monitoring of player should be completed by 1<sup>st</sup> Aider until arrival of emergency services.

## **-Suspected internal, bony injury or open wound:**

- Under guidance of the EFA's immobilisation to be applied to relevant injury.
- Neurovascular observations to be made and recorded by EFA's and information to be passed on to emergency services by pitch side assistant.
- Any open wound should be assessed by the EFA's, for haemorrhaging wounds pressure should be applied to the wound by or under the instruction of the pitch side EFA.
- If it is safe to proceed, the player should be removed from the pitch and taken to the medical room and any deterioration immediately reported to the emergency services.
- Continuous monitoring of player should be completed by EFA until arrival of emergency services.

## **-Collapse and suspected cardiac arrest:**

- If there are no signs of life, 1<sup>st</sup> Aider should commence chest compressions.
- Staff /Volunteers should assist the 1<sup>st</sup> Aider to provide airway opening procedure (jaw thrust) and rescue breaths via pocket mask.  
1<sup>st</sup> Aider to instruct staff /volunteer to obtain and place AED pads on to injured persons chest as instructed on machine.
- Chest compressions should be rotated between 1<sup>st</sup> Aiders and Staff / Volunteers to maintain quality and minimise fatigue.
- CPR should continue until the return of spontaneous circulation or the arrival of emergency services.

## **Other Relevant Information**

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## **NOK and medical history:**

Information for all injured persons where the accident / incident has happened on club grounds shall be held securely via the pro-active app. This personal information will only be accessed by club Rugby safe lead, ICP's and club secretary. Club Rugby safe lead to follow up any incidents that require a hospital over night stay. In certain situations, this personal information may have to be shared with the RFU if the accident / incident happened on the AGP.

## **Medical emergency recording:**

Emergency medical events will be recorded on the proactive app by the ICP's and EFA's and 1<sup>st</sup> Aiders as soon as it is appropriate. The incident will also be reported to the RFU as outlined in their guidance. Any injuries that require an overnight stay at hospital will need to be reported using the email address below.

[Sportsinjuriesadmin@rfu.com](mailto:Sportsinjuriesadmin@rfu.com)

## **Debrief and evaluation:**

The MEAPS protocol will be shared with ICP's EFA's and assistants, Rugby Safe leads and other members of the committee.

Training and practice run throughs can be accessed by staff if this is required. Please contact the Rugby safe leads to arrange this.

If an actual emergency event occurs there will be an opportunity for those involved to be debriefed and discuss the events. This will be to improve management in future emergency events and to enable those involved to decompress from the event.

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