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**HAMPTON RANGERS EMERGENCY PROCEDURES POLICY**

**This policy outlines the procedures that we will take in the event of an emergency. This includes fire, evacuation, first aid, head injuries, minor and major injuries**

**FIRE AND EVACUATION**

In the event of a fire instruction will be given to leave the site via the nearest and safest possible exit. Children will be led of pitches by their manager.

1 adult will call the emergency services and all other adults will supervise the children. Whilst supervising the children they will assess for injuries or signs of smoke inhalation.

If it is safe to do so an adult will attempt to extinguish the fire using the appropriate equipment.

1 adult will check to the pitches to ensure all children have left the area.

If the emergency services are called the person calling them will give their phone number and be co-ordinator for the emergency services, they will be responsible for ensuring emergency exits are clear and open and assign someone to look out for the emergency vehicles.

All first aiders will be responsible for administering first aid if required until the emergency services arrive.

Parents should be called to come and pick up their child – providing no injuries to the child.

**FIRST AID-**

All Hampton Rangers managers are first aid trained undertake the FA’S first aid course. All managers have a requirement to ensure their own first aid is up to date and valid. The club secretary has a duty to check the expiry date of managers first aid and inform them 4 weeks before it expires.

All managers have been given a first aid kit. It is the managers responsibility to ensure it is always pitch side and the equipment is sterile, clean and safe to use. Managers should inform the committee if they require new or replacement items

In the event of an incident/accident requiring first aid-

The first aider should be brought to the casualty. If appropriate the injured person should be moved off the pitch (Not if a head injury without assessing the casualty first)

If another person is required to help the manager should seek this person.

First aid should always be carried out in an open area – not behind a closed door and not alone.

**Minor injuries –**

With parent’s permission the Manager can tend to the persons injuries, if a plaster is required it needs to be checked that an allergy is not present. If the parent is not present, they should be contacted by the manager/ volunteer at the earliest opportunity. And person with an injury should not leave the venue until the parent has been informed. All injuries should be reported to the child’s parent at the first opportunity. Managers should keep a written record of any injuries that occur at a session and these records should be kept for a minimum of 12 months.

**Head injuries-**

All head injuries must be reported to the parent (if not present straight away) Children that receive a head injury during the training session/ match should not take part in the game or carry on with the training session. Parents must be informed and advised to collect their child. No child should be allowed to leave the venue alone after suffering a head injury. Any child that is treated for a head injury managers should make a written record of what happened, and this information should be kept for a minimum of 12 months.

**Major injuries-**

In the event of a major injury the casualty should remain on the pitch unless it is 100% safe to move them. 1 person should ring for an emergency ambulance and give the location, name, age and a brief description of what has happened to the emergency service. This **SHOULD NOT** be the first aider. The caller should relay any messages to the first aider who can carry out what is needed. The casualty parent should be informed and asked to attend the venue.

One person should look out for the emergency services.

One person to supervise the children and keep them away from the scene.

If the parent does not arrive or cannot get the venue before the ambulance leaves a responsible adult who is known to the child and the child trusts should travel in the ambulance if the manager or other club official is unable to.

Please refer to the clubs Emergency Action Plan (EAP) for Major injuries. You will find it located in the club house and on the clubs website.

**All Incidents / Accidents whether they involve injury or not, MUST be reported to the Executive Committee the same day and the incident**. In the event that an injury is sustained, the wellbeing of any individual must be of paramount importance to all Club Officials whilst carrying out their duties on behalf of The Club.

The responsible person in charge of the team at the time of an Incident / Accident, which results in an injury, must ensure that the player is given adequate first aid. The responsible person or the Team Manager must notify the player's parents (if not present) of the nature of the Incident / Accident or injury at the earliest opportunity. The details of the Incident / Accident must be reported to the Club Secretary, within 24 hours on the Accident Report Form. The Team Manager, or a member of the Executive Committee should endeavour to contact the Player's Parents within 24 hours of an accident resulting in an injury to ascertain the wellbeing of the player.

All managers, coaches and assistants are to hold the relevant security checks and clearance to manage, coach and assist in any of the Teams belonging to The Club.

It is the managers responsibility to ensure allergy, medical and contact details are kept up to date and are always at hand.

Children with any injury should not be given any medication by anyone other then their parents unless you have consent.

Policy updated MAY 2023

HAYLEIGH COWELL