



FIRST AID & EMERGENCY ACTION PLAN

Prepared by: Carl Ewen & Maurice Allen

Endorsed by Trustee's on the 16th May 2022

To be revised: 16th May 2023

1. Each team must have a recognised FA Emergency First Aid Certificate holder. All Managers and coaches must ensure they have an up-to-date certificate or recognised qualification.
2. Each team must have an up to date first aid kit that is kept fully stocked, the kit must be available at training sessions and matches. Refills can be acquired from the Trustees.
3. Each team manager must have a copy of every player's medical form available at training sessions and matches.
4. There must always be two adults present with a mobile phone at training sessions and matches with access to a laminated document, kept with the first aid kit, identifying emergency contact details for each player
5. The pitch and training area must always be inspected before training or a match commences, searching for any sharp objects/broken glass/rabbit holes or anything else that could cause injury.
6. Goal posts must be checked before training sessions and matches. to ensure that they are fixed securely.
7. Be familiar with your surroundings; know the full address where you are playing including the post code. Ensure access to the pitch is available for an ambulance, know who to contact at the ground if an emergency arises.
8. Know where the nearest hospital is located, to the ground you are playing at. (Please note the address for ANPFC is Glenfield Road, Leicester LE3 6DN, access for emergency services is via designated gate and driveway off Glenfield Road).
9. If you must treat a player for an injury that requires hospital treatment then keep a note of the details, time, and what happened for future reference. Keep an Accident Report Form (attached) in your first aid kit. Return completed form to Club Secretary for retention.



CHARTER STANDARD
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10. Limit your first aid treatment and /or advice to the knowledge and practise in which you are formally trained. Carry and use only medical items that you have been trained to use.
11. Protect yourself, others, and the casualty. The golden rule is “first do no harm “, do what is necessary to prevent deterioration of the players’ condition whilst awaiting the arrival of emergency services.
12. Whilst at ANPFC, the location of the stretcher and defibrillator are located in the Club House.



ACCIDENT/INJURY REPORT FORM

Site where accident took place?

Name of person in charge?.....

Name of injured person?.....

Address of injured person.

Date and time of incident/accident.

Description of incident/accident.....

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Give details of how accident took place. Describe what activity was taking place e.g., training, getting changed.....

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Give full details taken including any first aid treatment and the name(s) of the first aider(s).....

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Were any of the following contacted?

- Ambulance. Yes/No
- Fire & Rescue Service Yes/No
- Parent/Guardian. Yes/No
- Police. Yes/No

What happened to the injured person following the accident?

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Names and addresses of witnesses.

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All the above facts are a true to the best of my knowledge and belief.

Name (print)Signature.....

Date.....

Please return to Secretary of the Charity within 24 Hours of the incident.

Signed

Date