

North Petherton Rugby Football Club LTD

Affiliated to the Rugby Football Union and the Somerset County Rugby Football Union

CASC REG. 04941



Injuries / Accident / Incident Reporting Procedure Local and National Policy

Purpose

The aim of this policy is to communicate the reporting details of any injury / accident / incident that should occur to any person whilst visiting or playing in any capacity at home or away functions. It is understood that the majority of cases that require reporting are those defined as injuries that can be considered to occur by members playing rugby. However, it should be noted that ANY accident / incident that occurs to any person visiting or engaging on club business, either at beggars Brook or on away tours / matches/ functions etc, must be reported in the same manner as described further into this procedure.

A review of all accidents is made by the Health & Safety Officer in conjunction with the Executive Committee so that any trends or reoccurring injuries may be identified and investigated

Scope

The procedure for reporting all accidents / incidents is the responsibility of all club officials. To ensure the implementation and successful management of this procedure, the RugbySafe Lead (RSL) in conjunction with the Executive Committee will undertake the daily management of this policy and will ensure that all this procedure is made known to all officials of NPRFC.

Procedure

In the event of any accident / incident occurring on club premises, it is important that it be initially managed to promote the wellbeing of the person involved. This may be the application of immediate first aid by a recognised first aider of the club or depending upon the severity of any injury, the management of that person to hospital.

In the event of an injury occurring in rugby, it is vitally important than an appropriate response is initiated which primarily addresses the needs of the injured individual, their next of kin and all those involved but secondly, protects the assets and reputation of NPRFC, the RFU and the game of rugby football in general.

Definition of a reportable [to NPRFC] accident / incident.... not requiring hospital admission.

Any playing injury or accident which requires first aid or if any incident that has occurred which could potentially have resulted in an injury to any person, must be reported to the RugbySafe Lead (RSL). All causes of any accidents / incidents will immediately be investigated by any club official present and the situation will be made safe. The Accident Book (kept in holder on cellar wall) must be completed for all non-playing injuries by the Club official to which the accident is reported.

Protocol

The HSO must be informed and will investigate the situation as soon as possible and if relevant will complete a "Accident / Incident Reporting Form" (as appended)

Definition of a reportable [to the RFU] injury.... requiring hospital admission

So that the RFU can take an active role in the aiding of care and rehabilitation of any catastrophically injured players, it is vital that the RFU is notified of all injuries that qualify as a reportable category. These are defined as:

- An injury which results in the player being admitted to a hospital ... this does not include those who attend an A&E department and are allowed home after treatment
- Deaths which occur during a game or within 6 hours of a game finishing

Protocol

In the event of a serious injury that fulfils the above criteria, the following protocol is to be followed.

- Provide immediate first aid and arrange transport by ambulance to the hospital (Guidance given in further chapter)
- The RSL will be notified by the club official involved in the injury situation. The RSL will immediately collate all information required for the completion of the "RFU Reportable Injury Event Report" and shall lead in any follow-up requirements.
- The RSL or club representative (as appointed by the Chairman) must contact the Sports Injuries Administrator Helpline 0800 298 0102, as soon as the seriousness of the player's condition is confirmed that requires a hospital stay and certainly within 48 hours of the game or training session in which the injury occurred.
- Out of working hours, there will be a recorded message on this contact number that provides contact details of the Injured Player Welfare Officer (IPWO). The caller will be asked to email a copy of the "RFU Reportable Injury Event Report" (as attached)
- The IPWO will then establish contact with the club and player or their family in order to confirm the injury, initiate the Pastoral Support Programme, and collect additional information about the injury
- The RSL will collate any witness statements. Where a potential insurance or personal injury claim may arise, these statements will remain on file. These statements will confine themselves to the facts and not include opinion or hearsay, or apportion or infer blame. They will be signed and dated by the person making them.
- The Club Secretary will notify their insurers. The RFU insurers are Marsh Sports Group (Claims), Tel: 0131 311 4254, Fax: 0131 343 6667

All queries are directed to either the **Sports Injuries Administrator (SIA)**

Community Rugby, Rugby House, Rugby Road, Twickenham, TW1 1DS Tel: 0800 298 0102, Fax: 0208 8831 7684 Email: sportsinjuriesadmin@therfu.com

RFU Injured Player Welfare Officer (IPWO)

David Phillips, 16 Holborn Ave, Leigh, Lancashire, WN7 1TT Tel: 07894 489 716

[Email: welfareofficer@therfu.com]

Emergency Procedure for injuries sustained and requiring possible hospital attention

- DO NOT move the casualty ... maintain airway, breathing and circulation.
- Keep calm and summon any one with first aid or medical knowledge onto the field.
- A First Aid kit is to be kept at pitch-side during all training and playing sessions. The Club Coach or deputised person will be responsible to ensure this happens and that the kit is fully maintained with sufficient items to support any initial injury requirement.
- The Emergency service should be called on 999 or 112 by either the use of a pitch-side mobile or from the land-line phone in the clubhouse.
- The clubhouse landline number is 01278 663028
- The address to give will be: NPRFC. Beggars Brook, North Petherton, TA6 6NW
- State that vehicular access is via the far end of the car park and up the slope for direct access to the pitches.
- Keep the injured player warm and reassure until professional help arrives.
- When playing away from home, adopt the same procedure as above from information given by their club official.
- Either the Club Coach or designated member of the Executive Committee will inform the players next of kin / parent / guardian (if not already in attendance) of the nature of the injury and what hospital the injured player was transferred to.
- All personal belongings are to be collected up and returned to the injured player or representative.
- In all cases of a junior player being taken to hospital, a club official with DBS accreditation will accompany them to the hospital and stay until they are returned home or collected by their parents/ guardian.
- If no club official is available at this time, then assistance from another parent present will be requested.
- Report the event to the RSL as soon as possible.

Review

These procedures will be reviewed every 2 years

Steve Wood – Aug 2026

NPRFC Injury / Incident / Accident Report Form

Site where incident / accident took place:

Name of person in charge of session / competition:

Name of injured person:

Address of injured person:

Contact details:

Date and time of incident / accident:

Nature of incident / accident:

Give details of how and precisely where the incident / accident took place. Describe what activity was taking place, e.g. training session, match game, function / club activity, etc.

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

Were any of the following contacted :

Police: Yes ☐ No ☐

Ambulance: Yes ☐ No ☐

Parent/carer: Yes ☐ No ☐

What happened to the injured person following the incident / accident? (E.g. went home, went to hospital, carried on with session)

Signed:

Name:

Date :

The information contained within this report is confidential and will be stored by the Health & Safety Officer in line with the Data Protection Act 1998.

RFU REPORTABLE INJURY EVENT REPORT

Please use this form to report any injuries that occur whilst playing rugby or taking part in organised rugby squad training sessions that fit any of the following definitions:

1. An individual who sustains an injury which results in them being admitted to a hospital. This does not include those taken to an Accident or Emergency Department and allowed home from there.
 2. Deaths occurring during or within 6 hours of the game finishing.
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Date of report: _____ Time of report: _____

Date of injury: _____ Time of injury: _____

Player's name: _____ DOB or Age: _____

Club/School: _____ Team: _____

Game: ☐ Training: ☐
Grass Pitch: ☐ Artificial Grass Pitch: ☐ Other Surface: ☐

Nature of suspected injury: _____

Category:

- ☐ 1. An injury which results in admission to a hospital.
☐ 2. A death which occurred during or within 6 hours of a game finishing.
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Game Injuries Only

Opposition Club: _____ Team: _____

Venue: _____

Name of Referee: _____

Injured Player Contact Details:

Address: _____

Phone No: _____ Mobile: _____

Next of Kin: _____ Relationship: _____

Phone No: _____ Mobile: _____

Name of reporting person: _____

Position within Club/School: _____

Contact Telephone Numbers: _____

Once completed, please send this form to the RFU Sports Injuries Administrator:

Email: sportsinjuriesadmin@therfu.com Fax: 020 8831 7684, Tel: 0800 298 0102

Post: Sports Injuries Administrator, Rugby Football Union, Rugby House, Rugby Rd, Twickenham, TW1 1DS.

The RFU uses this data for contacting individuals and/or their clubs who are identified as requiring support in the case of a serious injury. Information regarding the method and type of injury is used anonymously to monitor injuries throughout the game