FIRST AID ADMINISTRATION GUIDE

This Administration Guide should be read in conjunction with the Medical Emergency Action Plan (MEAP) and the First Aid Procedures Policy. (Available on the Wymondham RFC website.)

1. All Teams must ensure that they have a first aider present and a first aid kit at all training and matches both home and away.
2. Make sure that the kit is restocked, as necessary.
3. Make sure that you have some Accident/Injury Report Forms available. (These are available to download and print off from the Wymondham RFC website under Information. Copies are available in the medical room, hanging on the wall notice board. Also available in the small drawers behind the upstairs bar in club house, marked ACCIDENT/INJURY FORMS.)
4. In the case of an injury or accident the First Aider should complete the form or if unable to, the Team Manager/Administrator or Coach should do so as soon as possible.
5. In the case of Head Injury compete the Head Injury Notification Form if necessary (Age Grade Rugby) (These are available to download and print off from the Wymondham RFC website under Information. Copies are available in the medical room, hanging on the wall notice board. Also available in the small drawers behind the upstairs bar in club house, marked ACCIDENT/INJURY FORMS.) Follow the Graduated Return To Play Programme. REMEMBER IF IN DOUBT SIT THEM OUT.
6. Completed Accident/Injury forms should be given to the Rugby Safe Lead (Sally Lloyd) or Club Secretary (Anita Coleman). (They can be left for collection in the small drawers behind upstairs bar in club house marked SALLY.)
7. Lead Coach and or First Aider should follow up with player or parents by telephone or message if necessary.
8. In the event of a significant injury then follow Medical Emergency Action Plan (MEAP) i.e., if you have to call an ambulance or patient is advised to go to hospital.