



Tiverton White Eagles Hockey Club

Guidance for Coaches, Managers and Volunteers when dealing with an incident/accident

Hospitals can only treat children under the age of 14 if a parent/guardian or a "Parental Consent Form" is produced.

With the above in mind, coaches and volunteers dealing with players under 14, should follow the guidelines below:

- 1.** Always have with you a copy of the latest membership list giving contact phone numbers.
- 2.** Make sure that you have a phone or where a phone is located easily and are aware of the nearest A & E Dept., both home and away venues.
- 3.** When travelling to away fixtures, Coaches and Managers **MUST** take with them, copies of current parental Consent Forms for every player and check that the contact numbers are correct for the day.
- 4.** In the event that hospital treatment is required, in the absence of a parent:
 - Ⓢ A member of the coaching team must accompany the injured child to hospital with the Parental consent Form.
 - Ⓢ The parents must be notified immediately and be given details of the A & E unit their child has been taken to.
 - Ⓢ An Accident Report Form (Forms are found in the 'Training Folder' or with the Captains) should be filled out and lodged with the club.
- 5.** All team Coaches and Managers should carry with them a First Aid kit including clean water and an ice pack, for minor injuries, to any venue.
- 6.** If an accident occurs remain calm but act swiftly and observe the situation. Use your head before your hands. Is there danger of further injuries?
 - Listen to what the injured person is saying.
 - Deal with the life threatening situation:

DANGER – check for danger

RESPONSE – Is the casualty responsive?

AIRWAY

BREATHING

Send someone for help – Dial 999/112

CIRCULATION/CPR

The aims are to: PRESERVE LIFE
 PREVENT WORSENING
 PROMOTE RECOVERY

- Alert the first aider onsite who should take appropriate action for minor injuries.
- In the event of an injury requiring specialist treatment, call the emergency services (999/112) ensuring that they know the exact location of the injured party

and details of the injured party's condition. If its at the Leisure Centre, trained first aiders can be notified and assist with more major injuries.

- Deal with the rest of the group and ensure that they are adequately supervised.
- Do not move someone with major injuries. Wait for the emergency medics. DO NOT leave the patient until medical help has arrived.
- DO NOT give anything to eat or drink in case hospital treatment is necessary.
- Any person rendered unconscious (even momentarily) must be checked by a Doctor.
- Remember to complete the appropriate incident/accident report form ensuring that it is lodged with the club.
- Never admit liability of any sort.

Note:

Although the above guidelines are primarily targeted at the under 14 age groups, good practice dictates that they should be adopted for the under 16 age groups as well.

Location of phone:

There is a phone in the main reception of the leisure centre or make sure you have your mobile with you and that other members of the coaching team know your number.

First Aid Kit:

- Ⓢ A first aid kit can be located in the 'Training Box' or storage cupboard at the Exe Valley Leisure Centre. Please refill the first aid kit with ice packs from the cupboard.
- Ⓢ Further assistance or equipment can be obtained from the Leisure Centre Staff.
- Ⓢ All captains have a first aid kit which they take with them to matches.
- Ⓢ At the start of the season all first aid kits are checked by the captains and replenished if needed this is an ongoing process throughout the season.