



# East Retford Rugby Union Football Club Accident and Injury Reporting Policy

Whilst there is no guidance on exactly what type of injuries and accidents should be recorded in an Accident Book, the Royal Society for the Prevention of Accidents (ROSPA) recommend that injuries, whatever the severity are recorded.

In practical terms this would potentially generate a fair amount of form filling etc. by coaches and first aiders. The following process provides a more pragmatic approach to accident reporting.

## Accident Reporting

ALL head injuries where concussion is suspected should be recorded in the Accident Book.

ALL accidents or injuries that require treatment by a coach/first aider and items from the First Aid Kit are used, should be recorded in the Accident Book.

Exceptions:

- Very minor inquiries;
- Grazes and small cuts etc. (where a small plaster is used);
- Cold therapy for minor tissue damage/bruising (Ice packs).

Incidents where cold therapy is used and there is a suspected sprain, strain and/or fracture should be recorded in the Accident Book. (We would normally be recommending that if pain or lack of movement continues that they seek professional medical advice in these cases.)

Whilst this does mean more paperwork at times, it does help to demonstrate the importance the club places on player safety and welfare.

Once a form has been completed in the Accident Book, it should be separated from the book and handed to the Club Safeguarding Officer (CSO), who will keep the form securely.

## Serious Injuries

All serious injuries (where a player has to be admitted to hospital or a death within 6 hours of a game finishing) should be reported to the CSO as soon as possible. The CSO will ensure that the incident is reported to the RFU according to their guidelines below and the club is able to offer support and practical help.

## RFU Guidelines

The RFU asks that clubs report the following types of injury (reportable injuries) to them whenever they occur:

- An injury that results in the player being admitted to a hospital (this does not include those that attend an accident and emergency department and are allowed home from there.)
- Deaths which occur during a game or within six hours of a game finishing.

## Reportable Injury Event Protocol

1. In the event of a serious injury that fulfils the above criteria, the following protocol is to be followed:
2. Provide immediate first aid and arrange transport by ambulance to the hospital;
3. A club representative (CSO) must phone the Sports Injuries Administrator Helpline 0800 298 0102, as soon as the seriousness of the player's condition is confirmed and certainly within 48 hours of the game or training session in which the injury occurred.
4. Please have a pen and paper ready, along with details of the incident. Out of working hours there will be a recorded message that provides contact details of the Injured Player Welfare Officer (IPWO).
5. You will be asked to email an Injury Report Form. A copy is appended to this policy.
6. The IPWO will then establish contact with the club and player or their family to confirm the injury, initiate the Pastoral Support Programme, and collect additional information about the injury.
7. The club must notify their insurers. The RFU insurers are Howden, Tel: 0121 698 8001.
8. Record witness statements. Where a potential insurance or personal injury claim may arise, clubs and schools are advised to retain on file witness statements. These statements must confine themselves to the facts and not include opinion or hearsay or apportion or infer blame. They must be signed and dated by the person making them.

If you have any queries, you can also contact either the Sports Injuries Administrator or the Injured Player Welfare Officer:

Sports Injuries Administrator (SIA)

Community Rugby, Rugby House, Rugby Road, Twickenham, TW1 1DS

Tel: 0800 298 0102, Fax: 0208 8831 7684

Email: [sportsinjuriesadmin@rfu.com](mailto:sportsinjuriesadmin@rfu.com)

# RFU REPORTABLE INJURY EVENT REPORT FORM

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

1. An injury which results in the player being admitted to a hospital.
2. Deaths which occur during or within 6 hours of a game finishing.
3. An injury on artificial grass pitches or from equipment (e.g. sports goggles).

Date of report:		Date of injury:	
Player's name:		DoB or age:	
Club/School etc.		Team:	
Nature of suspected injury:			
Category:	<ol style="list-style-type: none"><li>1. An injury which results in the player being admitted to a hospital.</li><li>2. Deaths which occur during or within 6 hours of a game finishing.</li><li>3. An injury on artificial grass pitches or from equipment (e.g. sports goggles).</li></ol>		

## Injured player contact details

Player's contact number:			
Additional contact (e.g. Next of kin) name:			
Relationship to player:		Phone number:	

Please submit as much of the following information as you can, as soon as possible following the incident.

The RFU uses this data for contacting individuals (via the RFU Injured Players Foundation) and/or their clubs who are identified as requiring immediate support in the case of a potentially catastrophic injury. Information regarding the circumstances of injury may be used anonymously to monitor injuries throughout the game. Further information is available in the privacy policy at [IPF website](#).

Game	Training	Grass	Artificial grass	Other surface
Was there (please select)				
Appropriate first aid in place?		Yes	No	
Any alleged foul play relating to the injury event?		Yes	No	

## GAME INJURIES ONLY

Opposition Club/School etc.:		Team:	
Name of Referee:		Venue:	

Name of reporting person:	
Position within Club/School etc.:	
Contact telephone number	

Once completed, please send this form to: RFU Sports Injuries Administrator:  
[sportsinjuriesadmin@rfu.com](mailto:sportsinjuriesadmin@rfu.com) or report by phone on 0800 298 0102

