

## **West Bridgford Monarchs Hockey Club**

### **Emergency Response Procedure**

This procedure applies to both coaching sessions and matches.

- Stay calm but act swiftly
- Stop play immediately to allow the casualty to be dealt with safely
- Assess the casualty – are the injuries minor, major or life threatening – summon the appropriate help
- Alert the first aider as soon as possible who should take responsibility of the situation
- Call the emergency services as necessary (999) i.e. if the injury is serious or life threatening, ensuring they know the exact location of the casualty. (If difficult to find send a bystander to wait for them in a prominent location to quicken the response to the casualty.)
- Listen to the casualty – to allow full assessment of the injuries
- Do not allow anyone to attend the casualty unless you feel they are qualified to do so
- Do not move anyone with major injuries. Keep them warm, DO NOT leave them and wait for the emergency services
- DO NOT give anything to eat or drink in case hospital treatment is necessary
- Any person rendered unconscious (even momentarily) must be assessed by a doctor
- Anyone sustaining a head injury (if not serious enough to warrant immediate transfer to hospital) should be given information on signs requiring further treatment. (Appendix 1)
- Contact the casualty's parent or guardian (if U-18) and ensure they are accompanied to hospital with the appropriate parental consent form.
- Ensure the rest of the group are supervised appropriately
- Ensure the appropriate documentation (i.e. incident report form and any reporting required by the Leisure/ sports complex) is completed.



## West Bridgford Monarchs Hockey Club Head Injury Information Sheet

**Name:** \_\_\_\_\_

**Date of incident:** \_\_\_\_\_

**Witness/ First aider:** \_\_\_\_\_

The person named above received a head injury during activities at West Bridgford Monarch's Hockey Club. They were attended by an appropriate person but advised to look for signs of any new symptoms that may develop in the next 24-48 hours.

### **Symptoms**

Some/ all of the following are common following a head injury. They usually settle down after a few days but if concerned, seek medical advice from your GP or telephone NHS Direct on 0845 46 47.

1. Intermittent headaches relieved by painkillers
2. Nausea but not vomiting
3. Loss of concentration
4. Mood changes

**If any of the following symptoms develop, go to your local A&E department immediately:**

1. Vomiting more than once
2. Worsening headache not relieved by painkillers
3. Weakness or loss of feeling in any part of the body
4. Increasing drowsiness
5. Fitting or convulsions
6. Persistent disturbances of vision
7. Bleeding or watery discharge from the ear/ nose
8. Confusion or speech disturbances