

# Lichfield Round Table Football Club

## EMERGENCY ACTION PLAN

**Why this document exists:** Having simple, safe and systematic approach to an incident could make a tremendous difference to the outcome of an emergency at a home or away event.

**Document Owner:** Child Welfare Officer - Joanne Finlay

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**Circulation:** All coaches and Club website

Actions to be undertaken before a season.

1. Make sure you have the contact numbers given on the registration form by carers and parents. *You need these so they can give medical consent if they are not present at games.*
2. List of players medical conditions.
3. Check you have a first aid manual, ideally the FA one you were given at your first aid training.
4. Check your first aid training is up-to-date and will remain up-to-date throughout the season.
5. Check the contents of your first aid kit, are all the contents there and in date?
6. Place your first aid kit in a conspicuous and unique bag. ***You may need to send someone for the first aid kit, they need to be able to identify it easily.***
7. Check to see which parents have some first aid training or ideally are an A&E doctor or paramedic.
8. Check you have a copy of this emergency action plan in the first aid kit.

Actions to be undertaken before and during a game.

1. Keep the first aid bag close to hand, don't leave it in the car!
2. Have you got your mobile phone with you?
3. Nominate an assistant. *Their job is to keep the curious back and act as you chaperone/witness as and when you give medical attention to a minor.*
4. Make sure you can see the whole pitch from where you are standing. *If you can see the collision, you will have a good idea of who is hurt most seriously and what sort of injury they have.*

In the event of an injury.

1. Grab and go - grab the first aid kit and get on the pitch.
2. Slow down as you approach the casualty (*do not trip/slip and land on them*)
3. First actions:
  - kneel down next to head
  - check ABC - airway, breathing & circulation
  - are they conscious?
  - Give them a 'Head to Toe' check
4. If it starts going wrong, some useful numbers:

Emergency Telephone Numbers: **999** or **112**. If you call an ambulance

- Send someone out to the road to direct the ambulance through to the ground.
- Send someone else to get everyone to move their cars so the ambulance can get into the car park, park with 3m clearance to its rear and turn round.

- In the event that the ambulance wants access to the playing surface, then when entering the ground the ambulance is to continue up to the club house where there is a “Strictly No Parking” area to allow access to pitches.
- But first check the ground conditions so the ambulance can get off the pitch!

After the game if you gave first aid.

1. Check the player is still feeling OK.
2. Let the parents know what happen and what treatment you gave.
3. Make an entry in the accident book. *Use your note or voice-recorder on your mobile phone to note the facts straight after the game/injury so you can recall them later.*
4. Re-stock the first aid kit as necessary.

The Location of the pitches:

Eastern Avenue entrance: **Postcode = WS13 7SQ**  
**Collins Hill Sports Ground**  
**Eastern Avenue**  
**Lichfield**  
**(Lichfield Sports Club)**

Hospitals: **Samuel Johnson Community Hospital Minor Injuries**  
**WS13 6EF**  
**Trent Valley Road, Lichfield, Staffordshire,**  
**01543 412900**

Directions from ground: As you leave the Sports ground you would take a left turn onto Eastern Avenue A5192. Continue on this road for about 1 mile until you reach an island, then at this island take the 3<sup>rd</sup> exit onto Trent Valley Road. Continue on this road for about 300 metre and you will reach Samuel Johnson Hospital on your right hand side.

Nearest defibrillator: On the wall of the club house.  
Dial 999 for the access code.