



# Leighton United Football Club

## **SERIOUS INCIDENT/ACCIDENT MANAGEMENT POLICY**

**This policy sets out how football related incidents or accidents causing serious injury witnessed by Leighton United team managers, coaches, club officials and supporters should be dealt with. It is based on the Football Association guidelines.**

**Injuries should be assessed by a trained first aider (usually a Team Manager or Lead Coach) who has a current Football Association approved first aid qualification.**

- Stay calm but act swiftly and observe the situation. Assess if there is danger of further injuries.
- Listen to what the injured person is saying.
- Do not touch or try to physically help the player. Alert a trained first-aider and the player's Team Manager/Lead Coach (if different people), who should take appropriate action for minor injuries.
- In the event of an injury requiring specialist treatment, call the emergency services immediately.
- Deal with the rest of the team/group and ensure that they are adequately supervised.
- Do not move someone with major injuries. Wait for the emergency services.
- Contact the injured person's parent/carer.
- Complete an accident report form (example attached) promptly after the incident/accident and put in the accident book in the kitchen wall unit (lefthand side of main sink). Copies of forms are available in the same unit.

An Emergency Action Plan is on display in the clubhouse (copy appended to this procedure).

A public use defibrillator is available at the clubhouse.



# Leighton United Football Club

## SERIOUS INCIDENT/ACCIDENT REPORT

1. Site where incident/accident took place:

2. Name of person in charge of session/competition:

3. Name of injured person:

4. Address of injured person:

5. Date and time of incident/accident:

6. Nature of accident/incident:

7. Give details of how and precisely where the accident took place. Describe what activity was taking place, e.g. training programme, getting changed, etc.

8. Give details of the action taken including any first aid treatment and the name(s) of the first aider(s):

9. Were any of the following contacted:

Police	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Ambulance	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Parent/Carer	<input type="checkbox"/> Yes	<input type="checkbox"/> No

10. What happened to the injured person following the accident? (E.g. went home, went to hospital, carried on with training session/match):

All of the above facts are a true and accurate record of the incident/accident.

Signed:

Name (Print):

Date:



# Leighton United Football Club

## **EMERGENCY ACTION PLAN**

### **CLUB ADDRESS:**

Stanbridge Road, Tilsworth, Leighton Buzzard, Bedfordshire LU7 9PL

### **CLUBHOUSE TELEPHONE NUMBER:**

01525 211792. The telephone is in the clubhouse kitchen.

### **EMERGENCY CONTACTS**

Craig Wells, Head Coach, 07918 160343  
Jo Baggaley, Club Welfare Officer, 07807 095652  
Laura Redrup, Club Welfare Officer, 07476 921152  
Alan Redrup, Chair and Club Welfare Officer, 07465 418160

### **FIRST AIDER INFORMATION:**

All Leighton United Team Managers and Lead Coaches have Football Association Emergency Aid certification.

**FIRST AID SHOULD ONLY BE ADMINISTERED BY A TRAINED FIRST AIDER.**

### **FIRST AID EQUIPMENT & FACILITIES:**

All Leighton United teams have an up to date first aid kit.

A first aid kit is also in the clubhouse kitchen and ice packs are in the kitchen freezer.

A spare changing room or official's room can be used as a temporary first aid room.

First aid room to ambulance route – clubhouse main entrance or side entrance.

Ambulance to pitch route– via main gate.

### **EMERGENCY VEHICLE ACCESS ROUTE TO LOWER PITCHES**

There is a gap between the low bank running along the lower side of the car park and the eastern boundary hedge. Alternatively go through the car park and use the track along the western boundary.

### **DEFIBRILLATOR**

A public access defibrillator is in a yellow cabinet on the western external wall of the clubhouse. The cabinet door is by the noticeboard in the clubhouse main entrance hallway.

### **NEAREST HOSPITALS WITH ACCIDENT AND EMERGENCY DEPARTMENTS**

Luton & Dunstable, Lewsey Road, Luton LU4 0DZ 5.7 miles

Tel. 01582 491166

**Directions:** Turn right out of ground, through Tilsworth, turn right on to A5 and continue into Dunstable town centre, at main traffic lights turn left on to A505 towards Luton, after approximately 2 miles turn left into Lewsey Road.

Milton Keynes, Standing Way, Eaglestone, Milton Keynes MK6 5LD 13.2 miles

Tel. 01908 660033

**Directions:** Turn right out of ground, through Tilsworth, turn left on to A5 towards Hockliffe and Milton Keynes and continue to the exit to the A421 Milton Keynes South, take third exit at roundabout on to Grafton Street, take third exit at the next roundabout on to Standing Way and follow signs to Milton Keynes Hospital.

### **NEAREST NHS WALK-IN CENTRE**

Luton NHS Walk-In Centre, 14-16 Chapel Street, Luton LU1 2SE 7.6 miles

TEL. 01582 709290