



**Bovingdon Football Club  
Green Lane, Bovingdon  
Emergency first aid plan**

## **Introduction**

Bovingdon Football Club (BFC) is affiliated to Hertfordshire FA. It is the policy of BFC to take all reasonable and practicable steps to safeguard the health & safety and welfare of all members and to protect all other persons against hazards to Health or Safety arising out of the Clubs activities. This document details the club's emergency first aid plan including standard operating procedures (SOP) for the actions to be taken to ensure an effective medical response in the event of a player, official or visitor being injured or becoming ill whilst on the club's site, and should be read in conjunction with the code of conduct and safeguarding children documents.

## **Purpose**

This plan is to provide guidance to all on the provision of first aid. BFC is committed to providing a safe and healthy environment for all members, supporters, or other visitors, and the appointment of qualified first aid officers will ensure that anyone on the premises will have access to first aid assistance should an injury or illness occur.

All BFC members have a duty of care, to themselves and others, to provide assistance when required, to the level of their competence, including calling on expert assistance when necessary, as set out in this emergency aid plan.

## **First Aid Procedures**

### **1. First Aid Officers**

- BFC will appoint a First Aid coordinator who will be responsible for recording all official first aid training records (including bridging document if required), safe keeping of all accident reports and conducting a risk assessment annually or when a change is made, to ensure the effectiveness and communication of any first aid plan, please refer to see Annex C.
- BFC will train an appropriate number of personnel to the standard of Sports Injury Training or equivalent, carried out by an approved body.
- BFC will ensure that a minimum of one person holding a Sports Injury certificate or equivalent will be present at each game and training session.

### **2. First Aid Officers Responsibilities**

First Aid Officers must:

- In match / training situations the team first aid officer should ensure that all medical records of the players are available before the start of the session/game.
- Provide initial first aid attention when necessary to club members and the public whilst within the club's grounds.
- Must remain with an injured or ill person until no further treatment or assistance is required, or until the person is handed over to ambulance or other medical personnel, unless the officer's personal safety is at risk.
- Should it be made known to the first aid officer attending an injury that there is a better qualified person with medical training offering/prepared to take over the treatment, then the first aid officer should allow said person to take over the treatment if this is in the best interest of the person, however they should remain with them for the duration of the treatment until such times as an "on duty" medical professional takes over the responsibility.
- Recognise their limitations and only administer or carry out duties that have been included in their training, club officials are not permitted to supply or administer any form of medication or painkillers without prior written consent e.g. Inhalers and should only be in cases where the player is too young or incapable of administering themselves, please refer to Annex B.
- Ensure the club or team's accident book is updated for the treatment of any person in relation to any injury/incident. The club accident book is kept in the medical room - in the changing rooms with the first aid kit and, and another in the kitchen for club users the defibrillator is kept on the outside of the building.
- Forward accident reports to the first aid coordinator for the purpose of monitoring and safe storage
- Ensure that they are aware of the location of the Clubs first aid kits.
- Complete and follow the protocol contained in Annex A in the event of an emergency
- Where applicable the outcome of a game MUST NOT come before medical obligations ('do no further harm') as the Health, Safety and Welfare of all must prevail above the achievements of the Club.

### 3. Absence of First Aid Officers

In the event of a First Aid Officer not being immediately available to administer first aid in an emergency, BFC officials should:

- If possible escort the patient to the Herts Urgent Care in Hemel Hempstead, Hemel Hempstead Hospital, Hillfield Road, Hemel Hempstead, Herts, HP2 4AD
- If possible escort the patient to the Watford General Hospital in Watford, Vicarage Rd, Watford, Hertfordshire WD18 0HB
- Call an ambulance.
- A defibrillator is located securely on the outside of club house should its use be required.

The Watford General Hospital is approximately 25 minutes from Bovingdon Football Club by car. Herts Urgent Care is approximately from 15 minutes from Bovingdon Football Club. Directions can be found in Annexe A. The nearest doctor's surgery is approximately 5 minutes away by car in Bovingdon High Street – however this facility is likely to only be available weekdays between 9am and 5pm.

### 4. Awareness

All members will be advised of the nature of first aid facilities at BFC; the location of first aid kits; the names of first aid officers; the procedure to follow when first aid officers are absent, and the procedures to be followed when first aid is required.

This will be communicated to all BFC officials at the start of each new season, or if a new member joins the Club, and all other members through clearly displayed notices.

### 5. First Aid Kit

- BFC will have available at each home game a mobile first aid kit which has been regularly checked and fully stocked with appropriate contents.
- BFC will have available a static first aid kit located in the medical room in the changing rooms.
- BFC will have available for each away game a mobile players first aid bag which adheres to the club's minimum contents criteria.
- BFC will have available for each training session a mobile players first aid bag which has been regularly checked and fully stocked with appropriate contents.
- First aid kits will be under the control of trained first aid personnel and clearly identifiable during matches to all.
- A list of all personnel who have the Sports Injury certificate or equivalent will be placed near the first aid kit in the medical room and in public areas throughout the club.
- BFC officials will ensure that all first aid kits under their control are fully stocked and will carry out regular audits on the contents, and arrange to replenish supplies when required.
- A catering specific first aid kit and accident book will be located in the kitchen for all club users.
- The recommended items held in each first aid kit are detailed as follows:

- 1 x Tufcut scissors
- 2 x Disposable clinical waste bags
- 1 x First Aid Guidance Leaflet/book
- 2 x Sterile Dressings Assorted
- 1 x Sterile Eye Dressing
- 1 x Triangular Bandages
- 1 x Conforming Bandage 7.5cm
- 1 x Crepe Bandages Assorted
- 1 x Roll zinc oxide / microporous tape
- 1 x Pocket mask (if trained) / alternatively face-shield
- 1 x Instant Cold Pack
- 2 x Eyewash Pods 20ml
- 2 x Low Adherent Dressings Assorted
- 1 x Foil Blanket
- 10 x Cleansing Wipes
- 20 x Washproof Plasters
- 12 x Safety Pins
- 1 x Freeze spray
- 2 x Pairs of latex-free disposable gloves

## **6. First aid Coordinator**

It is the responsibility of the first aid coordinator to:

- ensure that the first aid policy of BFC is fully upheld. This should include the adhoc reviews of first aid kits, official numbers with appropriate training & documentation and ensure adherence to policy.
- keep confidential records of first aid officials of each team
- collate and advise committee on first aid training requirements
- ensure that all teams have appropriate first aid provisions in place
- report any non-compliance to the committee for consideration and action
- ensure that all treatment is recorded in the team or club's first aid accident book and forwarded to the first aid coordinator to monitor for risk assessment and safe keeping purposes.
- ensure that all first aid officials' training qualifications adhere to the approved FA list of first aid qualifications along with appropriate bridging documents where appropriate and are updated when necessary

## **7. Insurance**

Bovingdon Football Club are covered for player insurance under a policy organised through Bluefin Sport. Details of the basic insurance cover can be found displayed in the club house.

Standard Operating Procedures (SOP)

**Protocol for In the event of an emergency the following procedures:**

**REMEMBER THE WELL BEING OF THE PLAYER HAS FIRST PRIORITY**

Activate the Emergency Action Plan:

1. If a player is injured, the "assigned person" (correctly identified BFC First Aid Officer), should immediately attend the injured player and determine the seriousness of the injury.
2. If the assigned person considers the injury to be serious, stop the game immediately. If it is necessary to hold-up or abandon the game whilst the player is being attended to, then this action will be fully supported by the club.
3. If at any time a player is injured and is unconscious or has limited movement he/she should NOT be moved onto a stretcher, unless under the direction of someone who has sound knowledge of first aid.
4. Medical advice is "if a person cannot get onto the stretcher unaided, they should not be moved, except by qualified personnel".
5. Commence appropriate first aid as quickly as possible after the accident of injury has occurred. Try to remain calm and think your actions through.
6. Make sure that one person is in control of the situation (i.e.: the assigned person) to avoid any confusion with procedures and / or control bystanders.
7. Contact the ambulance service if necessary (999 or dial 112 from a mobile phone) and inform them of the situation.
8. What to tell the ambulance personnel:
  - Address of accident, nearest entrance or any other relevant information.
  - The type and seriousness of the injury, age of player and whether the player is conscious or unconscious.
  - Where to gain admittance, e.g.: through the gate to the left etc.
9. Ensure the "assigned person" stays with the injured player until the ambulance arrives and takes control of the situation.
10. Make sure someone is assigned to wait in the car park to meet the ambulance.
11. Ensure the area is cleared for easy access for the ambulance personnel (main/primary access via main entrance gate through the car park alternative access, should it be required is via the first access gate).
12. The assigned person should gather eyewitnesses in a central location (statements may need to be taken at the end of the match depending on the nature and seriousness of the injury).
13. Provide any additional assistance as required e.g.: notifying parents, collecting personal belongings etc.

Club Name:	<b>Bovingdon Football Club</b>
Club Address:	<b>Green Lane, Bovingdon, Hemel Hempstead, Herts, HP3 0LA</b>

<b>First Aider information</b>	
<b>Name:</b>	<b>Mobile Number:</b>

<b>First Aid Equipment and Facilities</b>	
<b>Item</b>	<b>Location</b>
Defibrillator	In a wall cabinet at the front of the clubhouse on the outside wall
Stretcher	In the medical room in the changing rooms
First Aid Kit	Static first aid kit located in the medical room in the changing rooms and mobile first aid kits with each team
Medical Room	In the medical room in the changing rooms
<b>Access Routes:</b> Main access for emergency vehicles to the medical room, pitches and club house is via the car park through the main gates, this allows access to all areas of the grounds. If this access is not available a secondary access point via the first set of gates before the main car park (marked emergency access vehicles only) should be used.	

<b>Other Information:</b>	
Nearest Urgent Care Centre	Hemel Hempstead Hospital, Hillfield Road, Hemel Hempstead, Herts, HP2 4AD
Directions:	Turn right out of BFC onto Green Lane towards High Street. Turn Left onto High Street. At the roundabout, take the 2 <sup>nd</sup> exit. At the roundabout take the 2 <sup>nd</sup> exit onto Box Lane / B4505, continue to follow B4505. Turn right onto London Rd/A4251, go through 1 roundabout. At the roundabout take the 1 <sup>st</sup> exit onto Station Rd/A4146. At the roundabout, take the 1 <sup>st</sup> exit onto the Plough Roundabout. Follow signs for Hemel Hempstead Hospital.
Nearest Hospital with A&E	Watford General Hospital in Watford, Vicarage Rd, Watford, Hertfordshire WD18 0HB
Directions:	Turn right out of BFC onto Green Land towards High Street. Turn right onto Chipperfield Rd. Continue through Tower Hill, Bucks Hill onto Chandlers cross (chandler cross turns slightly left and becomes Toms Hill) continue onto Chandlers lane. Turn Right onto Redhall Lane, Turn Left onto Sarratt Road, Turn right at Finches Ave, and continue onto Sarratt Road, slightly left onto the Green. Continue onto Baldwins Lane, go through 2 roundabouts. At the roundabout take 1 <sup>st</sup> exit onto Watford Road/A412, continue to follow A412. At the roundabout, take the 2 <sup>nd</sup> exit onto Ascot Road, at the roundabout take the 2 <sup>nd</sup> exit, merge onto Whippendell Road, turn right onto Queens Avenue, and continue onto Hagden Lane/A4145. Turn left onto Vicarage Road. Hospital is on the right.

**Medical consent and acknowledgments form**

In the event of illness, having parental responsibility for the below named child, I give permission for the medication detailed below to be administered by a nominated first aid officer in the event that my child is incapable of administering or is too young to administer themselves.

Player Name (Print):

Team:

Date of Birth:

Contact telephone number:

Address:

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School Attended:

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Doctor name and address:

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Known Medical Conditions:

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Known Allergies:

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Medication to be administered (including frequency)

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**All medication must be in the original container clearly labelled with the child's name and dosage requirements.**

If I cannot be contacted and my child should require emergency hospital treatment, I authorise a qualified medical practitioner to provide emergency treatment or medication. I note below alternative emergency contacts in the event that I cannot be contacted.

1. Emergency contact name, address and telephone number:

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2. Emergency contact name, address and telephone number:

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I am aware that Bovingdon Junior Football Club (BFC) have developed a Safeguarding policy & are committed to ensuring the safety of my child by having:

- A coaches, team managers and club officials code of conduct
- A spectators and parents/carers code of conduct
- Young player code of conduct
- Adult player code of conduct
- An emergency first aid plan
- A Recruitment policy which includes vetting all coaches and volunteers
- A designated person for safeguarding children
- A Child Protection Policy
- A first aid coordinator, adequate first aid provisions and appropriate trained officials

BFC is committed to ensuring that any information gathered in relation to our youth teams meets the specific responsibilities as set out in the Data Protection Act 1998.

My child's coach/manager will store the above information on their youth team's data base for the period that the child remains associated with the club.

I understand that it is my responsibility to inform my child's manager/coach of any important changes to my child's health, medication or needs and also of any changes in personal or emergency contact details.

I confirm that all details are correct to the best of my knowledge and I am able to give parental consent for my child to participate in all activities.

\_\_\_\_\_ Signature of Child

\_\_\_\_\_ Signature of Parent / Guardian

\_\_\_\_\_ Print Name

\_\_\_\_\_ Date

Please return this form to the relevant Coach or Manager of your age group