

MEDICAL EMERGENCY ACTION PLAN 2026/2027



This Action Plan will be reviewed & shared, at the start of each season, with all Coaches, First Aiders, Team Managers, Volunteers & Club Staff.

A copy will be displayed at all times on the Notice Board in the Club House main entrance corridor.

All visiting teams will be sent a copy.

Club Name	Dudley Kingswinford RFC
Address	Heathbrook, Swindon Road, Wall Heath, West Midlands DY6 0AW
Created by	Esther Coles – Rugbysafe Lead
Date	August 2026

AMBULANCE ACCESS POINTS	
Pitch side	First Team Pitch = Main gate on to site, then through gap in fence directly outside Club House main doors & patio Training Pitches = Main gate on to site, then through gap in fence on left of car park adjacent to storage containers Scout Ground (behind Club House) = access Scout Ground gate (next to Main Gate), then directly on to pitches
First Aid room	Main Gate, then straight ahead to Changing Room block on left. There is a door directly from the First Aid room on to the car park. Bollards can be easily removed to allow direct access right next to First Aid room external door.
Club house	Main Gate, through car park. Pull up on car park right outside Club House main doors.

FIRST AID EQUIPMENT LOCATIONS	
First Aid Kits	Every team has its own First Aid Kit which is kept pitch side for all training & matches. Kits inside the Club House are located in the office, the shop & behind the bar. There is a First Aid kit stock cupboard in the First Aid room (Changing Room block)
AED (Defibrillator)	In the Changing Room block, turn immediately right as you enter. Just remove plastic cover. No access code required.
Bleed Kit	To treat LIFE THREATENING BLEEDING ONLY. In Defib box in Changing Room block.
Stretcher, Neck collars, splints, Oxygen cylinder.	In First Aid Room. Neck collars, splints & Oxygen cylinder only to be used by trained & qualified personnel (Physiotherapists). Not for use by First Aiders or Volunteers. If the stretcher is used by anyone, the check list on the wall must be completed after use.

LOCATION OF HOSPITAL / SERVICES	
Accident & Emergency	Russells Hall Hospital, DY1 2HQ. 01384 456111
Minor Injuries (Walk -In Centre)	Russells Hall Hospital, DY1 2HQ. 01384 456111
Pharmacy	Boots, 14 Albion Parade, Wall Heath, DY6 ONP. 01384 273187

ACTION PLAN CHAIN OF COMMAND & PROCEDURES	
Who is in charge?	
1st XV – Adam O’Brien, Club Medical Lead & 1 st Team Physio	
All Other Teams – The First Aider dealing with the incident. They should be known to their team volunteers & members. They should be clearly identifiable by their green ‘First Aider’ hi-vis jacket.	

Who calls the ambulance?

Any Coach, First Aider or Team Manager with a mobile phone, who is in close proximity to the First Aider & the casualty can call 999 / 111.

If this is not possible, any responsible adult or young person can call.

Procedures for transporting casualty to hospital when Emergency Services are not required?

Any Coach, First Aider or other member of the Team can transport an adult player to Hospital.

For children where parents are not present to transport their child, a Coach, First Aider or Team manager with a DBS can do this. There should be 2 adults present at all times.

If at an away fixture, can a relative collect the casualty to take them to Hospital? If not, a taxi may need to be used.

Responsibilities -

1st XV treatment – Adam O'Brien, Club Medical Lead & 1st Team Physio

All Other Teams First Aid treatment – Team First Aider, assisted by other close by First Aiders if required.

Crowd Control – any Team Coach / Team Manager

Meet / guide emergency services – any Team Coach / Team Manager

Travel with injured casualty if required / appropriate - any Team Coach / Team Manager with a Club DBS.

Contact casualty's family – any Team Coach / Team Manager

Incident Reporting – who does this, where, how? – First Aider / Lead Coach / Team Manager using the Pro-Active App.

If the injury is RFU reportable Senior Team Managers / Coaches are able to do this, but please keep the Rugbysafe Lead & Safeguarding Lead in the loop by email, telephone, or by completing the Pro-Active app. They can assist with the reporting process if required. Contact details below.

All Youth Section reports must be made by the Youth Section Chairman. Contact details below.

Reportable injuries are –

- An injury that caused the player to be admitted to hospital (not an A&E visit but admitted overnight).
- An injury that occurred on an artificial grass pitch or whilst using equipment such as sports goggles.
- Any death that occurs within 6 hours of a rugby game finishing.

More information on reporting injuries to the RFU can be found here -

<https://www.englandrugby.com/run/player-welfare/incident-reporting>

The online form to complete can be found here - <https://webform.clue.co.uk/RFUIPFInjury>

Post incident –

Checking in & follow up with casualty / parents – Team Coach / First Aider / Team Manager

Restocking kit – First Aider

Incident debrief or review of EAP required – Rugbysafe Lead / Club Medical Lead along with First Aider / Coach

RELEVANT CONTACT INFORMATION

Adam O'Brien: Club Medical Lead / 1st Team Physio adam_sportstherapy@hotmail.com 07592 792778

Esther Coles: Club Rugbysafe Lead esther.coles@blueyonder.co.uk 07504 965324

Mandy Platts: Club Safeguarding Lead acplatts62@gmail.com 07805 219493

Jim Ridout: Youth Chairman jimr@ventservices.com 07967 118173

Rob Chivers: Director of Rugby rob_chiv@hotmail.com 07814 905339

