



2026 – 2027

DK RFC - INFORMATION FOR FIRST AIDERS

Thank you for agreeing to be a First Aider for your team. It is VERY much appreciated!

- A full list of First Aiders is displayed on the Notice Board in the main entrance corridor for the Club.
- Please **make yourselves known to the teams / First Aiders surrounding you** & help / support each other if a serious situation arises.
- **Only people listed as a DK First Aider are permitted to administer First Aid to a player.**
- All First Aiders must hold at least an, in date, Level 3 Emergency First Aid at Work qualification.
- All First Aiders for Youth teams **MUST** have a **DK** DBS check.
- All First Aiders must complete the online Headcase & Safeguarding (Youth teams only) courses every 3 years.
- Each team (adult & junior) should have at least one First Aider per team.
- There **MUST be a First Aider present for every training session or match**. No First Aider = no rugby.
- Ideally, you must not use a First Aider from the team playing next to you.

MEDICAL EMERGENCY ACTION PLAN (MEAP)

This document outlines the action required in the event of an emergency. It is updated annually at the start of each season, emailed to every volunteer & First Aider associated with the Club. Paper copies can be found attached to the door of the stock cupboard in the First Aid Room or are available from the Office. Please **READ IT** & keep a copy in your green First Aid drawstring bag.

FIRST AID KIT

Each team should have their own First Aid kit from the previous season. If you need a new one please let me know. Each Youth team should also have a green First Aid drawstring bag – perfect for keeping the kit, hi-vis jacket & a couple of ice packs in!

All stock is organised in the cupboard in the First Aid room, located to the right in the Changing Room block. Help yourself - but only take what you need & what will fit into your kit bag. You do not need a HUGE First Aid kit! A suggested contents list is below. Please write what you have taken on the sheet in the cupboard.

Check your First Aid kit frequently to ensure you have sufficient quantities and that all items are usable. Replenish kit as soon as possible after use. Items should not be used after the expiry date shown on packets.

Contents -

- Assorted adhesive plasters
- Sterile eye pad x 1
- Eye wash pods x 3
- Medium sterile wound dressings x 2
- Large sterile wound dressings x 2
- Triangular bandages x 1
- Disposable gloves x 2
- Wound wipes x 6
- Micropore Tape x 1
- Tuffcut scissors x 1
- Safety Pins x 6
- Foil blanket x 1
- Resuscitation Face Shield x 1
- Instant ice packs – (won't fit in kit bag), keep separate x 2

Remember!

• **No medication, tablets, creams or sprays** – including freeze spray, Deep Heat, pain killers (paracetamol, ibuprofen), Vaseline, should be kept in the First Aid box. Adult players may use their own on themselves, but First Aiders cannot recommend this, or use these items on anyone.

Please note that no one other than medical professionals (Doctor, Nurse, Paramedic) are allowed to give painkillers to a casualty, unless given explicit permission by the 999 call centre (& this needs recording on the incident report). This **includes** Police Officers & Firefighters.

FIRST AID ROOM

The First Aid Room is in the Changing Room block. Turn right as you go through the main door.

Please feel free to use the First Aid room to treat anyone needing First Aid. If treating a child, ensure parents or another adult are present. Please do not be alone in the First Aid room with a child that isn't your own.

Please DO NOT use the spinal board or crutches that are in this room. They are NOT for use by First Aiders - Club Physio's only.

The stretcher must only be used in absolute emergencies when there is no other solution. Once used, please complete the 'Stretcher Check Sheet' that is on the wall in the First Aid Room.

DEFIBRILLATOR & BLEED KIT

The Defib & Bleed Kit are located just inside the Changing Room block on the right as you go in. As always, if you need the Defib, don't hesitate to send someone to get it for you.

If you work with a teenage team, show your Players to see where the Defib is kept – they will probably run faster than anyone else to fetch it!

If you would like more information on what is inside the Bleed Kit & how to use this equipment please follow this link to a FREE online course - <https://www.protrainings.uk/courses/first-aid/knife-attacks>

The Bleed Kit is for treating LIFE THREATENING BLEEDING ONLY.

FIRST AIDER GREEN HI-VIS

Each team should have a 'First Aider' green 'hi-vis' waistcoat. **Please ensure a First Aider is wearing it during each training session or match.** The RFU guidelines state that **First Aiders must be obviously visible.**

REPORTING OF ACCIDENTS / INJURIES

We use the 'Pro-Active' App to record all accidents & injuries. Ideally each team has 3 or 4 people with access to the App. This can be the team Coach, Manager or First Aider.

File a report for any fairly serious injury. So - a plaster or small cut / graze is not required, but an injury requiring a trip to hospital, the player leaving the session / match or anything that means the player is out of action for a while, does need reporting. ***If in doubt, report it.***

MEDICAL FORMS & PLAYER MEDICAL CONDITIONS

Medical Forms & information should now be completed on GMS. Between you, the Lead Coach & the Team Admin, please make sure that everyone has done this.

Work with your Team Manager to use GMS to compile a list of any medical conditions that your players have & make sure all Coaches are aware too. (There should be at least 2 people - probably the Lead Coach & Team Admin - from each age group with access to their team management page on GMS).

Emergency contact numbers should always be kept on hand in case you need to call parents who have left their child.

We prefer parents to stay throughout, but understand this is difficult, so keep numbers to contact them quickly in an emergency.

People with asthma should **ALWAYS** have their inhalers with them. If they've declared they're asthmatic on the medical form, then they **MUST** bring it with them. Please do not accept "he / I never use/s it, he'll / I'll be OK" from the player or parents. If they have stated they / the child has asthma, they have to bring the relevant medication. No inhaler = no rugby.

The same goes for any players using Adrenaline Auto-Injectors (EpiPens) if they have Anaphylaxis (severe allergic reaction).

FIRST AID COURSES & REFRESHING INFORMATION

We aim to put on at least 1 First Aid course per season for people to re-qualify or to do the course for the first time. Please contact me if you have any volunteers!!

Remember, any players / parents who are Firefighters, Police or who have current workplace First Aid qualifications, can be used as additional First Aiders! For Adult teams, Running or Football, please send me (esther.coles@blueyonder.co.uk), a copy of their certificate & their email address. For Youth teams please send this to Adele Joyce (adelejoyce6960@gmail.com). Youth First Aiders **MUST** also have a **DK** DBS – see Mandy.

If you want some refresh information you can do an online course for free from IRB World Rugby. Link here - <https://passport.world.rugby/player-welfare-medical/world-rugby-first-aid-in-rugby/> It's quite good & will refresh your memory & keep the information up to date.

The 'Lifesaver' app is also fantastic to remind you how to do CPR, use a Defib, treat for choking etc. It's free & you can download it for a phone, tablet or laptop. <https://life-saver.org.uk/>

We now have the new 'England Learning App'. Information here – <https://help.rfu.com/support/solutions/articles/103000408580>

Here you can find all sorts of courses including a First Responder online course & also some great CPD First Aid videos.

All Youth team First Aiders need to be DBS cleared. If you do not have a DBS that has been carried out at & by DK, please see Mandy Platts, Safeguarding Officer, to arrange one as soon as possible.

First Aiders must now do their online Safeguarding course too. This can also be accessed via the new England Learning App.

HEADCASE

ALL Coaches & First Aiders should do the RFU online Headcase concussion course now every 3 years. It takes about 30 minutes. It can be found on the new England Learning App. Details as above.

Please remember the Pro-Active Injury Reporting app also has a 'Concussion Tracker' section which is hugely useful in helping with a Players return to play journey.

More information & extra Headcase resources can be found here - <https://www.englandrugby.com/run/player-welfare/headcase>

Any questions, please ask! That's what I'm here for :)

07504 965324 or email esther.coles@blueyonder.co.uk