

## Developing a Medical Emergency Action Plan

It is highly recommended that all clubs, schools, colleges, universities and other rugby activity organisers have a Medical Emergency Action Plan (MEAP) in place to ensure there are strategies and procedures in place in event of a medical emergency.

Preparation is the key to responding to unexpected emergencies, therefore a MEAP should include all relevant categories and emergencies (both on and off the pitch). The plan should outline the roles and responsibility of different personnel and include clearly set out procedures, a different plan may be required for different events e.g. adult matches and age grade rugby on a Sunday morning. In all cases, the following should be considered when developing a MEAP:

### Facility

- 🌀 Where will the emergency services access the pitch? Is the marked out and kept clear?
- 🌀 Is there a designated place for all keys that open gates or doors to the facilities?
- 🌀 On bigger sites (campuses) is there a map of the grounds and buildings available for emergency services?
- 🌀 Where is the nearest A&E? Where is the nearest minor injuries hospital?

### Equipment

- 🌀 Where is first aid equipment located? Is this clearly marked and accessible?
- 🌀 Are all first aid kits regularly checked and fully stocked?
- 🌀 What other equipment is available and where is it located e.g. Automated External Defibrillator, stretcher etc.?
- 🌀 Are there allocated phones readily accessible both pitch-side and in the clubhouse/facilities?
- 🌀 Are player medical history forms available if required? Are these stored correctly in normal circumstances?

### Personnel

- 🌀 What roles and responsibilities will different have?
- 🌀 Specific people should be allocated to;
  - Provide care to the injured person
  - Control bystanders, concerned players or family members
  - Meet/guide emergency medical personnel
  - Travel with the injured athlete to hospital when appropriate
  - Contact the injured player's family or guardian

### Communication

- 🌀 Where is the MEAP information located?
- 🌀 How does everyone know about the MEAP and what to do?
- 🌀 Provide players/parents with information of key contacts e.g. team manager, coaches on match days.

# MEDICAL EMERGENCY ACTION PLAN



## Chain of Command & Procedures

- Exactly what will the procedure in an emergency be?
- Who will be in charge?
- Who will call the ambulance? What is the key information required for the emergency services?
- Who will meet the ambulance?
- How will everyone know who is in charge
- Who will have the responsibility of informing parents, next of kin etc.?
- Who will record information about the incident and where will it be stored?

## Transportation

- When the emergency services aren't required, what are the arrangements for taking an injured to hospital? What arrangements need to be made for both home and away matches?
- Who will transport the injured players to the local hospital? In age grade rugby, will there stay be appropriate levels of supervision for the rest of the team members? Children should not travel alone with an adult unless it is their parent/guardian.

## Follow-up

- Who will be responsible for completing the appropriate documentation, e.g. the incident/injury report form?
- If it is RFU reportable event, who is responsible for completing and submitting the form?
- Who needs to be contacted post incident, e.g. checking in with injured player?
- Who will be responsible for restocking the first aid kits?
- Is an incident debrief and review of the MEAP required? Was it as effectiveness as possible?

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# MEDICAL EMERGENCY ACTION PLAN



## Medical Emergency Action Plan Template

The information in this plan should be shared with all coaches/teachers and relevant volunteers as well as all visiting teams.

<b>Club/School/College/ University Name:</b>	
<b>MEAP for: (e.g. Adult matches, age grade matches days etc.)</b>	
<b>Address &amp; Postcode:</b>	
<b>Sat Nav Postcode / Additional location details for Emergency Services:</b>	
<b>MEAP Lead (main contact):</b>	
<b>RugbySafe Lead / First Aid Coordinator (if different from above):</b>	
<b>Age Group/ Team First Aiders</b>	
<b>Name</b>	<b>Contact Number</b>
<b>Ambulance Access Point</b>	
<b>Pitch Side</b>	
<b>First Aid Room</b>	
<b>Club House</b>	
<b>First Aid Equipment Location</b>	
<b>First Aid Kit</b>	
<b>Defibrillator (AED)</b>	
<b>Stretcher (for use by trained individuals only)</b>	
<b>Other Equipment</b>	

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# MEDICAL EMERGENCY ACTION PLAN



Location of Local Hospitals/Services	
Accident & Emergency	
Minor Injuries	
Pharmacy	
MEAP Chain of Command & Procedures	
Other Relevant Information	

**In the event of a Medical Emergency call the Emergency Services as quickly as possible on 999/112 giving as many details as possible**

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