

# RUGBYSAFE ESSENTIAL GUIDE

## Serious Injury Reporting & Record Keeping

### Serious Injury Reporting

The club, school, university or team is responsible for reporting injuries to their players, which fall into the following criteria:

- An injury which results in the player being admitted to a hospital (this does not include those that attend an Accident or Emergency Department and are allowed home from there).
- Deaths which occur during or within 6 hours of a game finishing.
- Injuries which occur due to the use of artificial grass pitches or equipment or player clothing, such as sports goggles.

In the event of a serious injury occurring, which fulfils one of the above definitions, after providing immediate first aid and arranging transport by ambulance to hospital, the following protocol is to be followed:

1. A club or school representative must phone the Sports Injuries Administrator Helpline 0800 298 0102, as soon as the seriousness of the player's condition is confirmed and certainly within 48 hours of the game or training session.
2. Please have a pen and paper ready, and the details of the incident. Out of working hours there will be a recorded message providing contact details of the Injured Player Welfare Officer (IPWO). The IPWO will only respond out of hours in the event of a potentially catastrophic injury or fatality. You will be asked to complete and return an Injury Report Form available at [www.englandrugby.com/rugbysafe/injury-reporting](http://www.englandrugby.com/rugbysafe/injury-reporting)
3. The IPWO will then establish contact with the club and player, or their family, in order to confirm the injury, initiate the Pastoral Support Programme and collect additional information about the injury.
4. The club/school must notify their insurers.
5. They must also record witness statements. Where a potential insurance or personal injury claim may arise, clubs and schools are advised to retain on file witness statements. These statements must confine themselves to the facts and not include opinion or hearsay, or apportion or infer blame. They must be signed and dated by the person making them.

### **Sports Injuries Administrator (SIA):**

Rugby House, Twickenham Stadium, 200 Whitton Road, Twickenham, TW2 7BA

Tel: 0800 298 0102

Email: [sportsinjuriesadmin@therfu.com](mailto:sportsinjuriesadmin@therfu.com)

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## Record Keeping

The RFU recommends that all clubs, schools and organisations that run rugby activity keep a record of any incidents both on and off the pitch. For on the pitch it is good practice to provide first aiders with a book in which to record incidents that required their attendance. The information can help identify injury and incident trends and possible areas for improvement in the control of health and safety risks. It can also be used for reference in future risk assessments. This record book is not the same as the statutory accident book required under the H&SAW Regulations, although the two can be combined. Any other injuries (such as off-pitch incidents) should be recorded in a club's accident book; detail about which can be found from the Health and Safety Executive ([www.hse.gov.uk](http://www.hse.gov.uk)). Please take care to comply with the Data Protection Act ([www.gov.uk/data-protection/the-data-protection-act](http://www.gov.uk/data-protection/the-data-protection-act)) and respect medical confidentiality.

Useful information to record will include:

- Date, time and place of incident
- Name and job of the injured or ill person
- Details of the injury/illness and what first aid was given
- What happened to the person immediately afterwards (for example went home, went back to work, went to hospital)
- Name and signature of the first aider, or person dealing with the incident



First aiders, or the appointed person, would usually be responsible for the book. However, clubs have overall responsibility for ensuring that records are maintained.

If there is any suggestion that the injury is not an accident, records should be kept in case a claim is ever brought against the club, a coach or referee. In most cases, records should be kept for three years, but if the injury is to a child they should be kept for 15 years.

Certain clubs with employees will be subject to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013. For those, there is a legal requirement to report accidents and ill health at work. Information on this is given by the HSE (<http://www.hse.gov.uk/riddor>).



## Advice Line

You can get any advice or information about medical/health queries by emailing [rugbysafe@rfu.com](mailto:rugbysafe@rfu.com) or calling 020 8831 7693.

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