



Protocol for Reporting Injuries at Dursley RFC

For injuries requiring hospitalisation of one overnight stay or more (this includes death occurring within 6 hours of finishing a game)

Details should be passed to the **First Aid Officer** as soon as is reasonably practicable but within **24 hours** of the incident occurring.

All other injuries should be reported within 72 hours.

Details should include the following:

- A completed injury/incident form
- Date, time and place of incident
- Name and job of the injured or ill person;
- Contact details for injured person or guardian
- 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.

Emails of the injury form are acceptable but a telephone call/text to ensure the email has been received is expected.

Injury forms are available from the Dursley RFC website

Current First aid officer details;

Cath Cox

07979709691

cathcox@btinternet.com