**The information in this plan should be shared with all relevant volunteers as well as visiting teams.**

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| **CLUB INFORMATION** | |
| Club name: | Farnborough RUFC |
| Address: | Farnborough RUFC  Tilebarn Close  Farnborough  Hampshire  GU14 8LS |
| Additional location information | What 3 words: //Tree.curtains.adjusting |
| MEAP Lead (main contact) | Tracy Playfoot 07807013665 |
| Rugby Safe Lead | As above |
| **AMBULANCE ACCESS POINT** | |
| All areas | Access via gate:  Farnborough RUFC  Tilebarn Close  Farnborough  Hampshire  GU14 8LS  What 3 words: //herds.stopwatch.pulses |
| **FIRST AID KIT LOCATION** | |
| First aid kit | Available pitch side with physio/first aider. First aid kit also available behind the bar and in the kitchen. |
| Defibrillator (AED) | Inside main room of clubhouse |
| Stretcher (For trained individuals only) | Stretcher is located in physio room. To be used by authorised personnel only.  Adopt MILS (Manual In-line Stabilisation) until ambulance arrives. |
| **LOCATION OF HOSPITAL/SERVICE** | |
| Accident & Emergency department | Frimley Park Hospital  Portsmouth Road  Frimley  Surrey  GU16 7UJ |
| Minor Injuries | Frimley Park Hospital  Portsmouth Road  Frimley  Surrey  GU16 7UJ |
| Pharmacy | Boots  Farnborough Gate  Farnborough Road  Farnborough  Hampshire  GU14 8BL |
| **MEAP CHAIN OF COMMAND AND PROCEDURES** | |
| **Exactly what will be the procedure in an emergency be?**  Physio/First aider arrives on the scene and assesses patient and makes decisions based on first aid training. Responsibility for phoning ambulances, getting defib, clearing access routes and moving bystanders, if required, given to secondary personnel delegated by Physio/First aider.  **Who will be in charge?**  Lead physio/First aider of the match/training. This person should be made known to the Captain, Coach and Referee before match starts and easily identifiable by their hi viz. Their decision stands above all others. Care of the patient is transferred once the ambulance crew arrives and assumes control.  In the instance of a suspected spinal cord injury the individual adopting the MILS has COMPLETE CONTROL.  **Who will call the ambulance?**  The Physio/First aider will be responsible for delegating the phone call. It is advisable to have the call on loud speaker to enable the call handler to liaise with the care giver.  **What is the key information required for the emergency services?**  Address  Presenting condition  Relevant past medical history  In the event of cardiac arrest, time CPR started  **Who will meet the ambulance?**  Lead Physio/First aider to delegate.  **Who has responsibility of informing parents/next of kin?**  The team manager is responsible for informing parents/next of kin. Contact details should be kept pitch side.  **Who will record information about the incident and where will it be stored?**  It is the responsibility of the Physio/First aider to document the incident accurately via PROactive. PROactive is GDPR complaint. Concussions must also be recorded on concussion forms and reported to [hampshirerugby@yahoo.co.uk](mailto:hampshirerugby@yahoo.co.uk) and [safeguardinghampshire@gmail.com](mailto:safeguardinghampshire@gmail.com) and reportable injuries (Hospital admittance, death, Injury on APG, Injury from sports goggles) must be reported to [safeguardinghampshire@gmail.com](mailto:safeguardinghampshire@gmail.com) | |
| **OTHER RELEVANT INFORMATION** | |
| **When the emergency services are not required. What are the arrangements for taking an injured player to hospital?**  In the adult game, responsibility can be passed to any willing spectator/resting player etc. In youth situations it would be the responsibility of the parent/carer. If the parent/carer is not available, 2 DBS registered individuals may transport the patient. The Physio/First aider will remain at the game/training.  **Who is responsible for following up on reportable injuries?**  It is the Physio/First aiders responsibility that GRTP is followed, following a concussion.  **Who is responsible for restocking first aid kits?**  Physio/First aiders are responsible for checking their stock is in date and replenishing their First Aid Kits from the centralised store. Adult teams via physio room, Youth teams store is located in the club shop. If items need ordering, Tracy Playfoot should be made aware via [rugbycoms.tracy@gmail.com](mailto:rugbycoms.tracy@gmail.com).  **Review of MEAP**  A review of our MEAP will take place prior to the start of each season. | |