



# MONTROSE YOUTH FOOTBALL CLUB

Document Title: **EMERGENCY INCIDENT PROCEDURE**

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## EMERGENCY INCIDENT PROCEDURE

If an incident occurs involving any member of Montrose Youth Football Club, that results in any of the following, then the Emergency Incident Procedure should be followed.

- Any of the Emergency Services
- A visit to the hospital
- Any incident which could involve negative media attention

### In Case of Emergency

1. Stay calm but act swiftly and observe the situation.
2. Is there danger of further injuries?
3. Listen to what the injured person is saying.
4. Ensure the rest of the group are safe and adequately supervised.
5. Get first aider (if present) to treat the casualty – call the Emergency Services if necessary and follow their instructions.
6. Do not move someone with major injuries.
7. When phoning the Emergency Services be ready to give the following information:
  - Your name
  - The Club/Group you are with
  - A brief description of the incident
  - Location of the incident
  - The telephone number from which you are calling
  - Your location (It is important that you stay @ this location)
8. Contact the injured person's parent/carer.
9. Once the injured person has been removed, bring any of their equipment back either with the help of other parents or organise for someone to come and pick it up.
10. Fill out an Accident Report Form which will include the following details:
  - The name(s) and the numbers of people involved
  - Details of any injuries
  - The name of the hospital where any casualties have been taken
  - Brief details of any vehicles involved if a road accident has occurred
  - The name and number of any Police Officer involved with the incident with their contact telephone number

### To Safeguard against Incidents

- Each team should have a nominated, trained First Aider at each Club event.
- Each team are provided with a First Aid Kit, which should be present at each Club event.
- Players should wear shin guards during all matches.
- Safety should be considered when planning all trips.
- Mobile phone should be taken on all trips.