Medical Emergency Action Plan - Paviors RFC (*NLD)

General Information

Club Name	Paviors RFC
MEAP for	
Address	The Ron Rossin Ground, Burntstump Hill, Arnold, Nottinghamshire
Postcode	NG5 8PQ
Sat Nav Postcode / Additional location details for Emergency Services	What Three Words: typical.cape.measuring / On the brow of Burnstump Hill, there is a small turning signposted to Cockliffe House and Rugby Club. Follow this lane all the way to the end.
MEAP Lead	Jane Slater
RugbySafe Lead / First Aid Coordinator	Chris Eggleshaw
Location of keys/any additional access information	James Wright - Facilities Director
Location of emergency phone	Via the Bar Staff

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Lead First Aiders / Key Contacts (Name/Contact)

Chris Eggleshaw(RugbySafe Lead)	07577 037991
Emma Dimmock(Bar and Kitchen Manager)	07917 877200
Annalea Bearder(Club Physio)	07481 934184
Jane Slater(Club Secretary/Junior Chair)	07967 694080
James Wright(Facilities Director)	07904 308211

Ambulance Access Points

Pitch Side	Through Main Gates and onto the Pitches near pitch 3
First Aid Room	Within the Ground Floor of the Clubhouse
Club House	The Ron Rossin Ground, Burntstump Hill, Arnold, Nottinghamshire NG5 8PQ

First Aid Equipment Location

First Aid Kit - Static	Clubhouse bar
First Aid Kit - Mobile	With team first aider
Defibrillator (AED)	Ground floor hallway of clubhouse near the stairs
Stretcher	Within First Aid Room
Other Equipment	Scoop Stretcher Within First aid Room

Location of Local Hospitals / Services

Accident & Emergency	King's Mill Hospital, Mansfield Rd, Sutton-in-Ashfield NG17 4JL or Queens Medical Centre, Derby Road, Nottingham NG7 2HU
Minor Injuries	
Pharmacy	Forest Pharmacy NG5 5HR, - Knights Pharmacy NG5 5EJ, - Tesco Pharmacy NG5 9DD

MEAP Chain of Command & Procedures

Brief description of emergency procedure	For incidents that require first aid, usually: • The Match Official (Referee) decides whether to stop a match: • The Coach in charge decides whether to stop a training session • The First Aider attends to the injured person and decides whether the Emergency Services need to be called: • The Coach in charge of the training session or the Manager of the player's team - Either calls the Emergency Services or deputes someone to do so - Controls bystanders, concerned players or family members - Deputes people to meet/guide emergency medical personnel - Subject to any Safeguarding guidelines, ensures that the appropriate person accompanies the injured person to hospital - Contacts the injured person's family - Always records the details by completing an injury/incident report form Also, for incidents involving a Reportable Injury • The Coach in charge of the training session or the manager of the player's team - Ensures that the RFU Injury Reporting Unit is notified by phone or email within 48hours of the match or training session - Works with the Club Secretary/ or RugbySafe Lead to complete and submit an RFU Injury Report Form - Obtains written witness statements For an off-the-field incident or injury, any officer of the club or other club member who is present is responsible for making sure the details are recorded in the Accident Book or an incident/injury report form The Club Secretary for the time being is responsible for notifying the club's insurers as necessary, so needs to know about all incidents and/or injuries as well.

Any other relevant information to be displayed?	Each coach/team manager will have a copy of the MEAP, which will also be available online and posted around the clubhouse. Players, parents/guardians and other members are responsible for entering and maintaining their medical history and records on GMS, along with their emergency contact details. They will also find key contact information on GMS. An Accident Book and a stock of Incident & Injury Reporting Forms are to be located within the Medical Room and Club Shop. All completed copies should be passed to the Club Secretary for filing (usually kept up to 3 years) The RugbySafe Lead Will: • Disseminate the Incident Recording & Injury Reporting Policy and the MEAP • Conduct an audit of GMS records and the club's injury/incidents records each month • Monitor procedures to assess whether they are being followed • Report to the Clubs Board of Directors through the Club Secretary • Review policies and procedures, make recommendations for and then implement any improvements needed from time to time in liaison with the Director of Rugby & Director of Ladies & Girls Rugby and the Club Coaching Coordinator.

Who will take charge? / Who will call an ambulance? / Any key information for emergency services? (e.g. restricted access, preferred entry point to facility) / Who will meet the ambulance? / How will everyone know who is in charge? / Who will have responsibility for informing parents or next of kin? / Who will record information about the incident and where will it be stored?

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• The First Aider attends to the injured person and decides whether the Emergency Services need to be called:
• The Coach in charge of the training session or the Manager of the player's team
- Either calls the Emergency Services or deputes someone to do so
- Controls bystanders, concerned players or family members
- Deputes people to meet/guide emergency medical personnel
- Subject to any Safeguarding guidelines, ensures that the appropriate person accompanies the injured person to hospital
- Contacts the injured person's family
- Always records the details by completing an injury/incident report form

Also, for incidents involving a Reportable Injury

• The Coach in charge of the training session or the manager of the player's team
- Ensures that the RFU Injury Reporting Unit is notified by phone or email within 48hours of the match or training session
- Works with the Club Secretary/ or RugbySafe Lead to complete and submit an RFU Injury Report Form
- Obtains written witness statements

For an off-the-field incident or injury, any officer of the club or other club member who is present is responsible for making sure the details are recorded in the Accident Book or an incident/injury report

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Last modified by Jane Slater - 23rd Sep 2026 - 23:44 PM