



Metropolitan Police Youth FC
Metropolitan Police Sports Club,
Imber Court, Ember Lane, East Molesey
Surrey KT8 0BT

Affiliated Members:
Surrey County FA
Ryman Youth League
Surrey Youth League



CHARTER STANDARD
CLUB

MPYFC EMERGENCY ACTION PLAN (EAP)

Policy release June 2018

Review Due: June 2020

Circulation: All club personnel and Club website Policy Section

The safety and welfare of children and young people in our club is the number one priority. Being aware of the guidance in this policy will support the high standards of safety that we require.

Before the season starts and before each game:

1. Make sure you have all parents' contact numbers and players medical conditions easily accessible; keep your phone with you. Best practice is for all team officials to do likewise.
2. Check the first aid kit is fully stocked and in good condition and that your first aid training will remain up-to-date throughout the season. Keep this EAP laminated copy in the first aid kit.

In the event of a potentially serious injury

- a) If you are the First Responder Grab and go – grab the first aid kit and get on the pitch. Slow down as you approach the casualty, kneel down next to their head and check ABC – airway, breathing & circulation. Are they conscious? Proceed with first aid.
- b) Summon the support of a second official if possible, if not a trustworthy parent to help you manage the situation. Their job is to: read this EAP, manage bystanders, call an ambulance if required and act as your support/witness as and when you give medical attention to a minor. Imber court have a first aider to help if required; contact the Duty Manager in the office.
- c) If in doubt immediately request a **999** call. The post code for the rear entrance at Imber Court is: **KT10 8EG** which must be used if an ambulance is summoned.
- d) The defibrillator is located in the main Imber Court office (once the new Academy building is done it will be there). Spinal board if required is in the swimming pool.
- e) First responder should stay with the casualty whilst the person supporting should send someone out to the road at the rear to direct the ambulance through to the ground and to check if cars need moving to provide 3m clearance and turn around for the ambulance.
- f) Once the casualty is safely in the ambulance or in professional medical care, contact the parents/carers to inform them of the situation.
- g) The Duty manager at Imber Court should be notified if there is a serious injury/accident that involves medical/emergency services on site. They will either be in main office or pick up the phone outside the office door which is direct to their mobile phone.
- h) Once the casualty is safe, complete the accident report form and ask witnesses to prepare statements if they saw what happened. Contact the club welfare officer Alan Jackson 07773 372905 alanjackson2412@gmail.com who will support you to fulfil club requirements.

In the event of a minor injury

- i) Administer first aid as required and use your professional judgement to rest or retire the player. If a rest/retirement is necessary, monitor them over the remaining period of the game. Re-stock the first aid kit as necessary.
- j) After the game, if you gave first aid, check the player is still feeling OK and let their parents know what happened and what treatment you gave.