



## Accident, Incident & Injury Policy

**Whilst attending WBC training and matches due to the nature of contact required between attendees it is inevitable that incidents, accidents or injuries may occur. It is the coaches responsibility to be prepared beforehand and to know what action to take should an accident, incident or injury occur.**

### Prevention

When planning training sessions coaches should ensure that any risk is considered and then minimised  
Coaches should ensure equipment is safe and fit for purpose  
Coaches should ensure facilities are safe and fit for purpose

### Protection

Coaches should ensure that they are aware of medical conditions of all attendees  
Coaches should re-clarify medical conditions regularly to ensure information is up to date  
Coaches should have emergency contact details for all attendees  
Coaches should ensure a first aid kit is present at every session  
Coaches should ensure they know where to find the MEAP for all WBC venues  
Coaches should ensure that the team first aider keeps up to date with their qualification in line with club/FA advice

### Action

In the event that an accident or injury is sustained:

1. The team first aider, must ensure that the injured attendee is given immediate first aid and that any further medical required action is followed up
2. The coach must ensure the emergency contact of the injured attendee is notified of the incident/accident/injury at the earliest opportunity.
3. The details of the incident/accident/injury must be reported to the Club Secretary or Club Welfare Officer within 24 hours.
4. The Club Secretary or Club Welfare Officer will complete an Incident/Accident Report Form on the WBC logger and also with any venues if required.
5. Both the Club (Club Secretary or Club Welfare Officer) and the team should follow up to check the well-being and medical condition of the injured person. OIt should also be considered if a risk assessment needs to be conducted.
6. The Club Secretary or Club Welfare Officer will contact
7. It is the team's responsibility to ensure the injured person is fully fit to return to football activities