



Ross on Wye RFC

Medical Emergency Action Plan

2026/2027

MEDICAL EMERGENCY ACTION PLAN

2026/2027

This action plan will be reviewed & shared, at the start of each season, with all coaches, first aiders, team managers, volunteers & club staff.

A copy will be displayed at all times on the notice board in the club house main entrance corridor.

Club Name - Ross on Wye RFC

Address - The Abbots, Greytree, Ross on Wye, HR9 7GQ

Created by - Leanne Simms – Rugbysafe Lead and Safeguarding Officer

Date – 04.07.2026

AMBULANCE ACCESS POINTS

Pitch side first team pitch = Main gate on to site, 1st team pitches are directly in front as you drive into grounds.

Training Pitches = Main gate on to site, follow drive round to the left and pitch directly in front of the clubhouse.

First Aid room = Main gate, follow drive round to the left, clubhouse on the left.

FIRST AID EQUIPMENT LOCATIONS

First aid kits = Every team has its own first aid kit which is kept pitch side for all training & matches. There is a first aid kit stock cupboard in the first aid room.

AED (Defibrillator) = Next to main gate

Stretcher, neck collars, splints. In the first aid room. Only to be used by trained & qualified personnel (Physiotherapists). Not for use by first aiders or volunteers.

LOCATION OF HOSPITAL / SERVICES

Accident & Emergency:

Hereford Hospital, Stonebow road, Hereford HR1 2ER

Gloucester Hospital, Great Western road, Gloucester, GL1 3NN

Forest of Dean Community Hospital, Steam Mills Road, Cinderford, GL14 3HY

Minor Injuries (Walk -In Centre) Hereford Hospital, Stonebow Road, Hereford, HR1 2ER

Pharmacy Boots, 5 Market Place, Ross on Wye 01989 562798

ACTION PLAN CHAIN OF COMMAND & PROCEDURES

Who is in charge?

1st XV – Paula Lewis, 1st Team First Aider

All other teams – The first aider dealing with the incident. They should be known to their team volunteers & members. They should be clearly identifiable by their green 'First Aider' hi-vis armbands.

Who calls the ambulance?

Any coach, first aider or team manager with a mobile phone, who is in close proximity to the first aider & the casualty can call 999 / 111. If this is not possible, any responsible adult or young person can call.

Procedures for transporting casualty to hospital when emergency services are not required?

Any coach, first aider or other member of the team can transport an adult player to hospital. For children where parents are not present to transport their child, a coach, first aider or team manager with a DBS can do this. There should be 2 adults present at all times. If at an away fixture, can a relative collect the casualty to take them to hospital? If not, a taxi may need to be used.

Responsibilities

1st VI treatment – 1st Team Physio / First Aider

All other teams First Aid treatment – Team First Aider, assisted by others close by First Aiders if required.

Crowd control – any Team Coach / Team Manager

Meet & guide Emergency Services – any Team Coach / Team Manager

Travel with injured casualty if required / appropriate - any Team Coach / Team Manager with a Club DBS.

Contact casualty's family – any Team Coach / Team Manager

Incident Reporting – who does this, where, how?

First Aider / Lead Coach / Team Manager using the Pro-Active App.

If the injury is RFU reportable Senior Team Managers / Coaches are able to do this, but please keep the Rugbysafe Lead & Safeguarding Lead in the loop by email, telephone, or by completing the Pro-Active app. They can assist with the reporting process if required. Contact details below.

All Youth Section reports must be made by the Club Chairman. Contact details below.

Reportable injuries are –

- An injury that caused the player to be admitted to hospital (not an A&E visit, but admitted overnight).
- An injury that occurred on an artificial grass pitch or whilst using equipment such as sports goggles.
- Any death that occurs within 6 hours of a rugby game finishing.

Post incident – Checking in & follow up with casualty / parents – Team Coach / First Aider / Team Manager

Restocking kit – First Aider/ Team manager

Incident debrief or review of EAP required – Rugbysafe Lead / Club Medical Lead along with First Aider / Coach

OTHER RELEVANT INFORMATION

1st Team First aider- Paula Lewis 07572937248

All club first aiders are listed on the notice board in the clubhouse.

Leanne Simms: Club Rugbysafe Lead and Safeguarding officer

safeguarding@rossrugby.co.uk

07904625630

Andrew Hunt: Club Chairman

info@rossrugby.co.uk

07968905239

Matthew Redman : Minis and Junior Chairman

mcredman77@hotmail.com

07921364308