

**Clifton Robinsons Hockey Club**

**Club Committee Meeting**

**Injury Reporting Procedures**

**Overview**

CRHC is committed to the safeguarding and welfare of its members and hockey community.

CRHC follows the England Hockey Injury Reporting Policy and Procedures. The England Hockey Injury Reporting Policy can be found on both the club and England Hockey Website.

**Reporting Injuries**

CRHC has a responsibility to: record injuries using CRHC accident report forms; complete England Hockey’s online ‘Injury Monitoring Form’. Completion of a CRHC Accident Form and England Hockey’s Monitoring Form must take place following injuries sustained that require one or more of the following:

• Treatment from a first aid specialist (e.g. Team doctor/ first responder)

• Hospital treatment

• Subsequent visit(s) to a GP

It is recommended that any head injury should be treated by the Team Doctor or First responder.

Each team and/or training group must have a nominated person to complete the accident form and England Hockey On -Line Monitoring Form. This should be the coach or team captain on the day.

These personnel should be known to the CRHC Safeguarding Team and Chair of the Men’s, Ladies’ or Junior Committees dependent on the teams they are playing for.

On completion of the accident form this should be forwarded to a member of the Safeguarding Team for storage. Our Safeguarding Team is:

**Ladies’: Charlie Wakefield and Jade Williams**

**Men: Ed Johnson and Bill Springett**

Injury reporting should be a standard item on the sub-committee meetings and recorded in the minutes. The annual safeguarding report for the AGM should include numbers of safeguarding incidents and injuries dealt with by each committee that year.

It is good practice for team coaches and captains to check on the injured person following the injury and through to recovery.

Follow this link for the England Hockey Monitoring [**Injury Report Form**](https://eng.hockey/InjuryReport)

The PDF Accident Reporting Form is below.



**Injuries and First aid for young people (U18)**

CRHC has a duty of care towards the young people in the club. If an injury occurs to a young person in its care the club must:

* Inform the young person’s parent or guardian of any injury a child sustained whilst participating in hockey activity.

The club must:

* ensure that the individual(s) responsible for the delivery of hockey activity have access to relevant medical information
* have parent/guardian contact details readily available in case of an emergency for all junior players
* stored all information in accordance with all relevant data protection legislation**.**

**Storing Information**

CRHC will store this information for a minimum of 10 years or until the individual is 25 years old. All personal information will be processed, stored and retained in accordance with both the Club’s Privacy Notice and GDPR.

**Non-compliance with England Hockey’s Injury Reporting Policy**

England Hockey and CRHC takes the safety of its members extremely seriously and for this reason, members’ commitment to Safe Hockey has been included as a condition of affiliation to England Hockey.

In the event that a member club/organisation fails to complete England Hockey’s online ‘Injury Monitoring Form’ for any injury which meets the criteria outlined in England Hockey’s Injury Reporting Policy, or fails to comply with the terms of affiliation relating to Safe Hockey, England Hockey reserves the right to review the affiliation status of the club/organisation in question and/or consider disciplinary action