

## **BHC Injury Reporting Policy**

### **1. Introduction**

This policy relates to the recording and reporting of injuries sustained during any hockey activity by any member of Basingstoke Hockey Club and is in accordance with England Hockey's Injury Reporting Policy.

For further details refer to the EH Policy for Injury Reporting at the following link- (<https://www.englandhockey.co.uk/governance/duty-of-care-in-hockey/injury-reporting>)

The recording and reporting of injuries is a mandatory requirement as BHC takes the safety of its members extremely seriously and is also a condition of its Affiliation to England Hockey (EH).

### **2. Roles and Responsibilities**

#### **BHC's Welfare and Safeguarding Officer**

BHC's Safeguarding and Welfare Officer is the owner of the policy, and along with the team captains and coaches is responsible for its implementation.

The Safeguarding and Welfare Officer is also responsible for notifying EH of any injury as defined in Section 3 below and for storing BHC's Accident Reporting Forms in a secure location.

#### **Matches**

For matches the Team Captain shall be responsible for recording and reporting the injury to BHC's Safeguarding and Welfare officer using the club's Accident Reporting Form, a copy of which can be found on the Club's website; as an attachment to the Captains Pack, issued to them at the start of each season; and this policy document.

#### **Training**

For training the Lead Coach shall be responsible for recording and reporting the injury to BHC's Safeguarding and Welfare officer using the club's Accident Reporting Form, a copy of which can be found on the Club's website and as an attachment to this policy document.

### **3. Accident Reporting**

The following injuries sustained during hockey that require one or more of the following shall be recorded and reported, namely: -

- Treatment from a first aid specialist (e.g., team doctor/first responder)
- Hospital treatment
- Subsequent visit(s) to a GP

Once completed each Accident Reporting Form shall be emailed to BHC's Safeguarding and Welfare Officer @ [BHCWelfareOfficer@gmail.com](mailto:BHCWelfareOfficer@gmail.com) within 24 hours of the incident taking place along with a copy to the Vice Chair (VC) Playing and VC Coach Development.



For junior training sessions and matches, the Lead Coach shall be responsible for informing the young person's parent or guardian and the Safeguarding and Welfare Officer.



**ATTACHMENT 1 – ACCIDENT REPORTING FORM**

## Basingstoke Hockey Club Accident Report Form

Please ensure that this form is completely legible and is signed and dated.

|                                                                                                                                                                 |                  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| 1. Name and location of facility                                                                                                                                |                  |
| 2. Type of Session <ul style="list-style-type: none"> <li>• Adult match</li> <li>• Junior match</li> <li>• Adult training</li> <li>• Junior training</li> </ul> |                  |
| 3. Full name of coach/captain supervising the session                                                                                                           |                  |
| 4. Full name of the injured person                                                                                                                              |                  |
| 5. Full address of the injured person                                                                                                                           |                  |
| 6. Age of the injured person                                                                                                                                    |                  |
| 7. Date of accident                                                                                                                                             | Time of accident |
| 8. Nature of injury, including location on body                                                                                                                 |                  |
| 9. Nature of any injuries/after-effects which developed later                                                                                                   |                  |
| 10. FULL details of the accident including how it happened; what activity was being performed, where it happened (if off pitch);                                |                  |
| 11. What caused the injury? <ul style="list-style-type: none"> <li>• Ball</li> <li>• Stick</li> <li>• Body</li> <li>• Other</li> </ul>                          |                  |
| 12. What protective equipment was being worn at the time of injury?                                                                                             |                  |
| 13. Witness name(s) and address(es)                                                                                                                             |                  |

|                                 |          |                                  |          |
|---------------------------------|----------|----------------------------------|----------|
| 14. Action taken:               |          |                                  |          |
| Police called:                  | Yes / No | Ambulance called:                | Yes / No |
| Facility manager informed       | Yes/No   | Facility accident book completed | Yes / No |
| Parent informed                 | Yes / No |                                  |          |
| 15. Details of first aid given? |          |                                  |          |
| 16. Other actions?              |          |                                  |          |

**Section to be completed by supervising coach/captain**

I confirm that the above details are correct and accurate to the best of my knowledge.

|             |       |
|-------------|-------|
| Print name: |       |
| Signature:  | Date: |