

Hospitalisation procedures following sporting or activity accidents

1. Introduction:

In the event of a student of the University being injured during a sporting event or training session, and visiting or being admitted to hospital, it is important that appropriate departments and personnel of the University and/or Students' Union are informed to ensure that certain actions are taken. This policy is to be used following any sporting/activity accidents, whether they are organised by the Students' Union or University and includes BUCS and Intra-Mural sports etc.

While it is difficult to describe a procedure that will fit every case as circumstances vary so much, this document will try to highlight certain key points that's should be followed. The information provided in this document is to be used as a guide and is not meant to be prescriptive.

2. Procedures:

Responsible people

All sports and activities should have at least one responsible person who takes charge in the event of an accident or incident. This could be a team captain, member of a club/team committee, qualified first aider or club/team coach etc. this person must ensure that the following steps are followed:

Immediately following an accident

Ensure that the injured person receives adequate first-aid treatment from a qualified person. Then, together with other responsible persons make a judgement on what further treatment, if any, the injured person requires.

For minor accidents that may still require a hospital visit, suitable transport arrangements need to be made by those in charge i.e. taxi, personal vehicles or public transport etc.

For more serious accidents and injuries that require emergency hospital treatment an ambulance should be called to the location.

A responsible person should, whenever possible and practicable, accompany any injured person to hospital and make sure their personal belongings are taken care of. A decision then needs to be made on if that person should stay with the injured person for the duration of their treatment or to leave if the injured person will have to stay for some time or overnight.

The relevant people at the University and/or Students' Union should be informed of the accident as soon as possible (Please see contacts below). All nominated responsible persons should make themselves aware of whom the best person to contact is if an accident occurs, as this will significantly reduce time in the reporting procedure.

An accident report form should be completed with as much detail as possible, including the injured persons personal detail, nature and type of injury, treatment received and from which hospital etc. These forms are available at www.nusu.co.uk or at

<http://www.safety.ncl.ac.uk/event.aspx> with a copy attached to this document. The nominated responsible persons for each sport/activity should ensure that copies of these forms are available at all activities. All completed forms should be submitted to the relevant person at the University Sports Centre or Students' Union as soon as possible following the accident.

Follow up actions

Suitable travel arrangements need to be made so that the injured person can get home from hospital safely. These arrangements will be largely dependent on where the person is, how far they need to travel and the nature and type of their injuries.

Follow up reports and updates need to be done on a regular basis to ensure that the appropriate people are kept informed on the progress of the injured person and the circumstances of the accident as more information becomes available.

3. Contacts:

Students' Union

Mark Bennett, Student Activities Manager 0191-2393977

Emma Moses, Clubs & Societies Admin 0191-2393921

Athletic Union Officer 0191-2393923

Activities Officer 0191-23939

University Sports Centre

Nick Beall, Facilities Service Manager 0191-2225159

Fraser Kennedy, Performance Sport Manager 0191-2227224

Denis Murphy, Participation & Events Manager 0191-2225349

University Security (out of hour's emergencies)

Security Control 0191-2226817

**UNIVERSITY OF NEWCASTLE
ACCIDENT AND INCIDENT REPORT FORM**

DETAILS OF ACCIDENT, INCIDENT OR NEAR MISS		
Date of accident / incident	Time of incident	
Where did the accident / incident occur?		
Briefly describe the circumstances of the accident /incident.		
DETAILS OF INJURED PERSON (IF APPLICABLE)		
Title Mr / Ms / Dr / Professor Surname Forename(s)	Address of injured person	
Injury and part of body injured	Faculty or Service School / Section / Unit	
Occupation of Injured Person	Employment Status of Injured Person	
Off work	Staff / Student No.	Date of Birth
Name and contact details of all witness		
Initial Action to prevent reoccurrence		
NAME AND CONTACT DETAILS		
Name and contact details of the person completing this form		