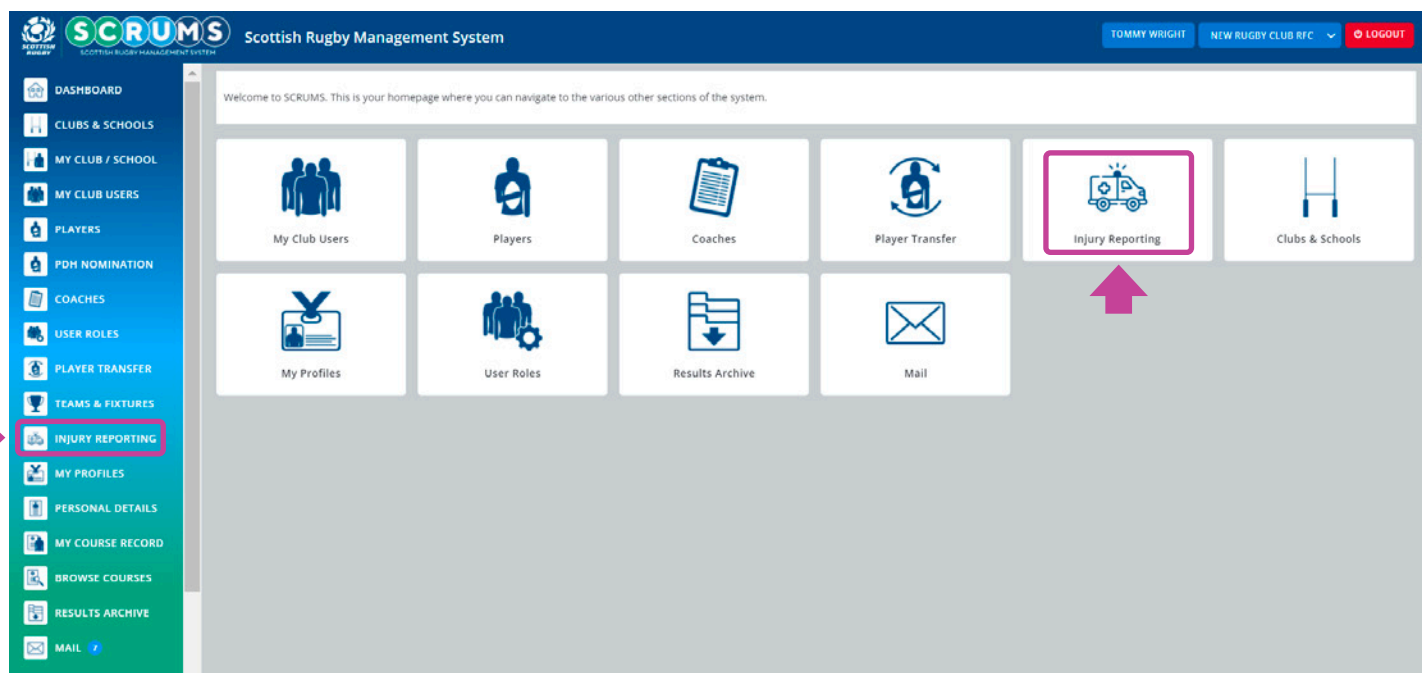# SUBMITTING A SERIOUS INJURY REPORT

For information on injury management and when a serious injury report is required, please visit the Scottish Rugby website at the link below:

http://www.scottishrugby.org/domestic-rugby/player-welfare/injury-management

STEP 1

To submit an injury report, navigate to the **'Injury Reporting'** section of SCRUMS, either through the sidebar or dashboard highlighted.
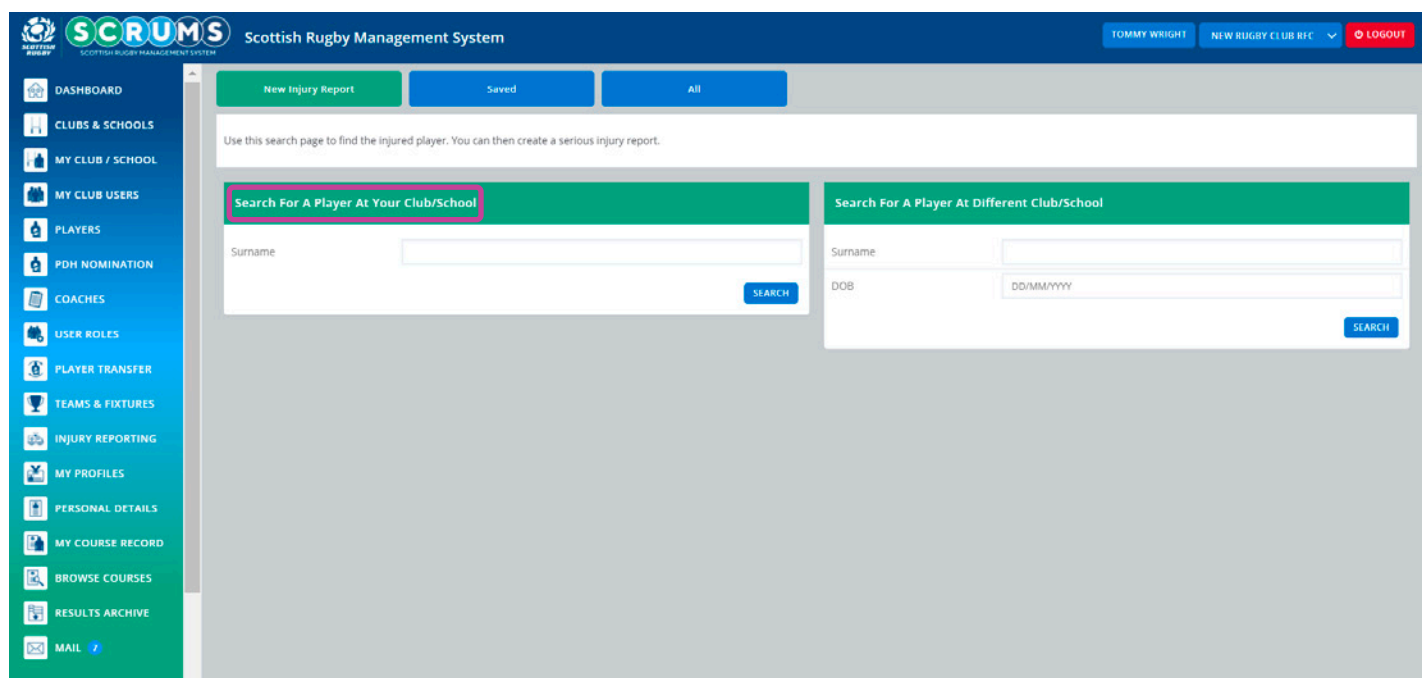
SUBMITTING A SERIOUS INJURY REPORT

STEP 2

Search for the injured player. To search for a player registered to play at your club / school, enter the player's surname in the search box on the left, as highlighted below.

If you need to report an injury for a player that is not registered at your club / school, you can use the search box on the right. To do that you will need the player's surname and DOB. You should only need to do this if, for any reason, you have selected a player who is not registered at your club / school and that player then sustains an injury.

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STEP 3

Once you have searched for the injured player by surname, any matching players at your club / school will be listed below. Click on the **'Report Injury'** button next to the injured player's name.
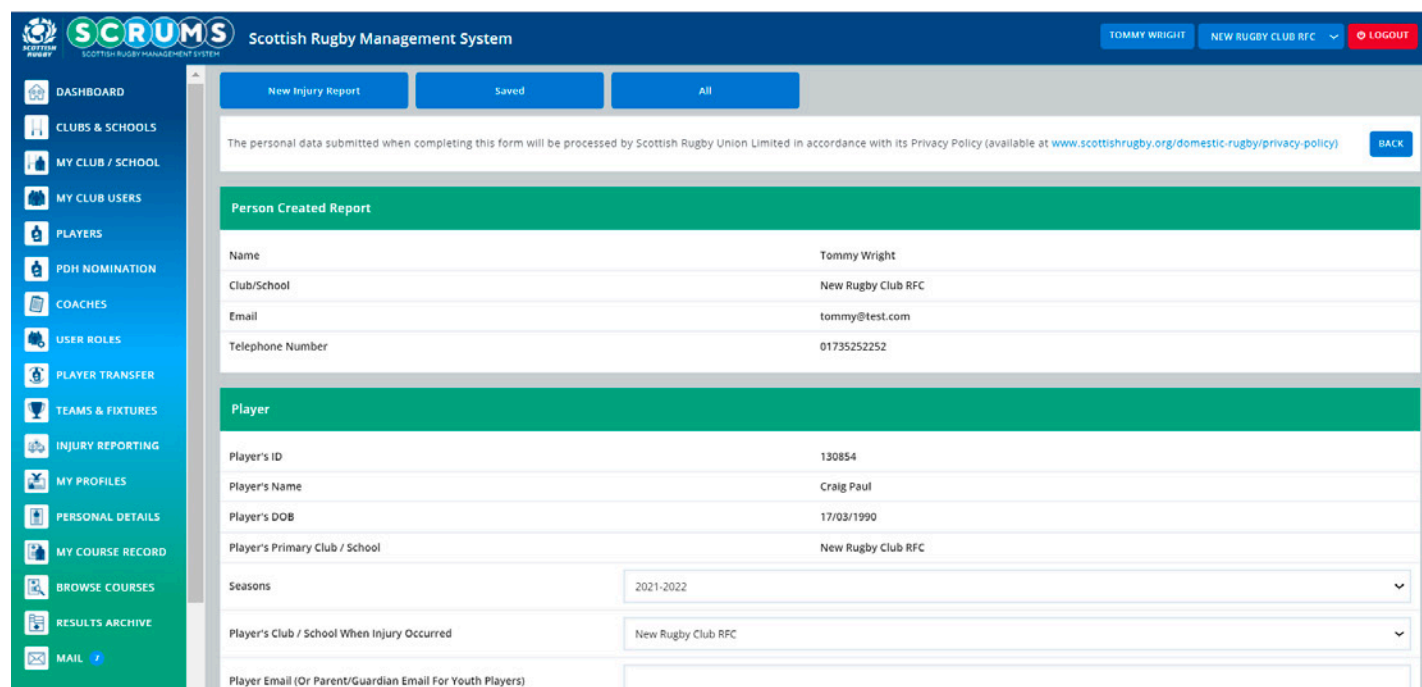
SUBMITTING A SERIOUS INJURY REPORT

STEP 4

A new injury report will open, with your contact information included at the top. Complete the form, with all relevant information. Mandatory fields are noted with an asterisk * next to them.
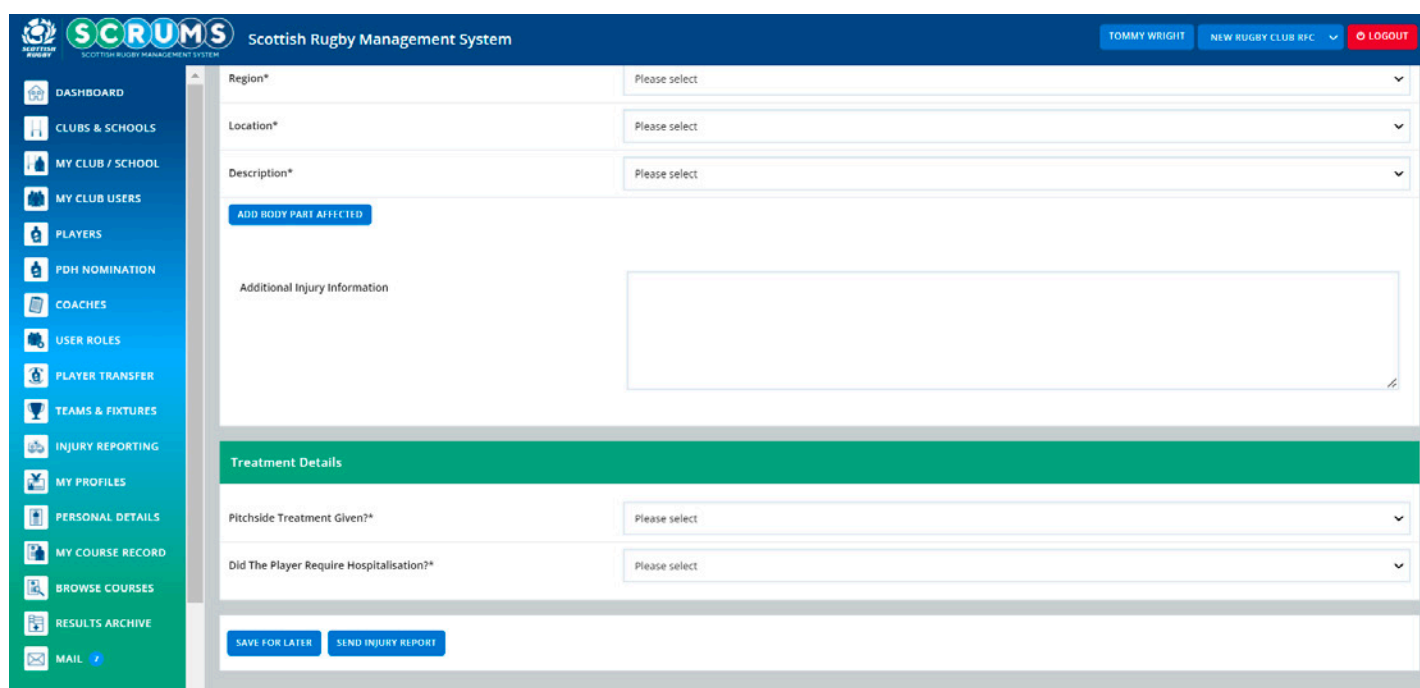
SUBMITTING A SERIOUS INJURY REPORT

STEP 5

Once all required fields have been completed, click the **'send injury report'** button at the bottom of the screen. The report is then shared with Scottish Rugby's Medical Team and Insurers, and a notification is also sent to the player (or parent for U18 players) and the SCRUMS administrator at the player's club / school.

If all mandatory fields have not been completed, the report cannot be submitted. If all of the required information is not yet available, there are two options - see below.
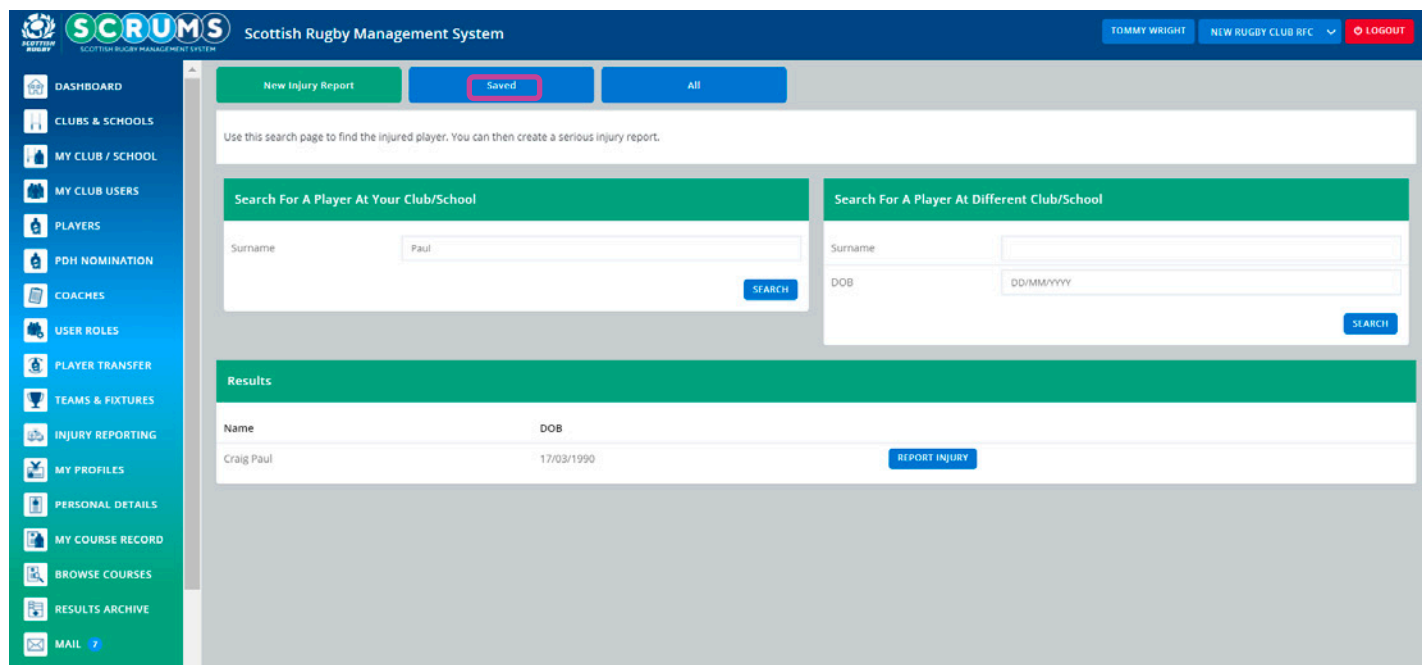

If you have completed all of the required fields but you do not yet know the hospital release date then you should still click the **'send injury report'** button at the bottom of the screen. This means that the report can be submitted to the Scottish Rugby Medical Team and insurers without delay and they can offer assistance and support as required. You can then update the report with the hospital release date and any other **'follow-up details'** when you have them (see steps 6, 7 & 8).

If you do not have all of the required information, at any point you can click **'save for later'** at the bottom of the screen and come back to complete the report when you are able to do so (see steps 6 & 7).

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STEP 6

If you did not have all of the required information to complete the full injury report at step 5, then you can view that report by clicking the **'saved'** button as highlighted below.
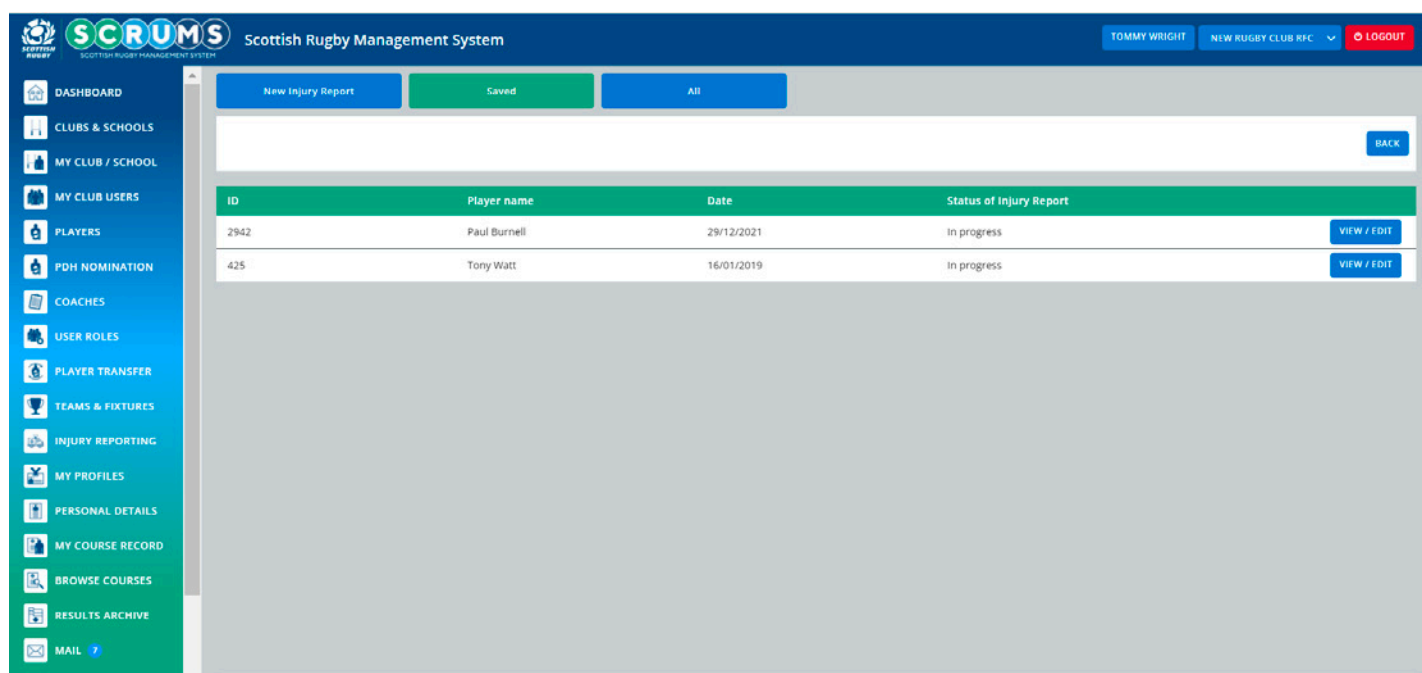
SUBMITTING A SERIOUS INJURY REPORT

STEP 7

If you submitted the injury report at step 5 but without completing the hospital release date and other related information, the injury report will be displayed on this screen with the status of **'Submitted – Follow up details required'**. Click **'View / Edit'** next to the injury to complete the report (see step 8).

If you were missing other information at step 5 and clicked **'save for later'** then the injury report will be displayed on this screen with the status of **'In progress'**. Click **'View / Edit'** next to the injury to amend or complete the report. report at step 5, then you can view that report by clicking the **'saved'** button as highlighted below.

Please note that any injury report displayed on this screen is incomplete and a notification will not be sent to the player / parent or to the SCRUMS administrator at the club / school, until the report is complete.

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STEP 8

If you submitted the injury report at step 5 but without completing the hospital release date and other related information, you will not be able to edit any of the information previously entered. You will only be able to complete the **'Follow up details'** section at the bottom of the injury report, as shown below. Once you have completed all of the required fields, you can click the **'Send Injury Report'** button.
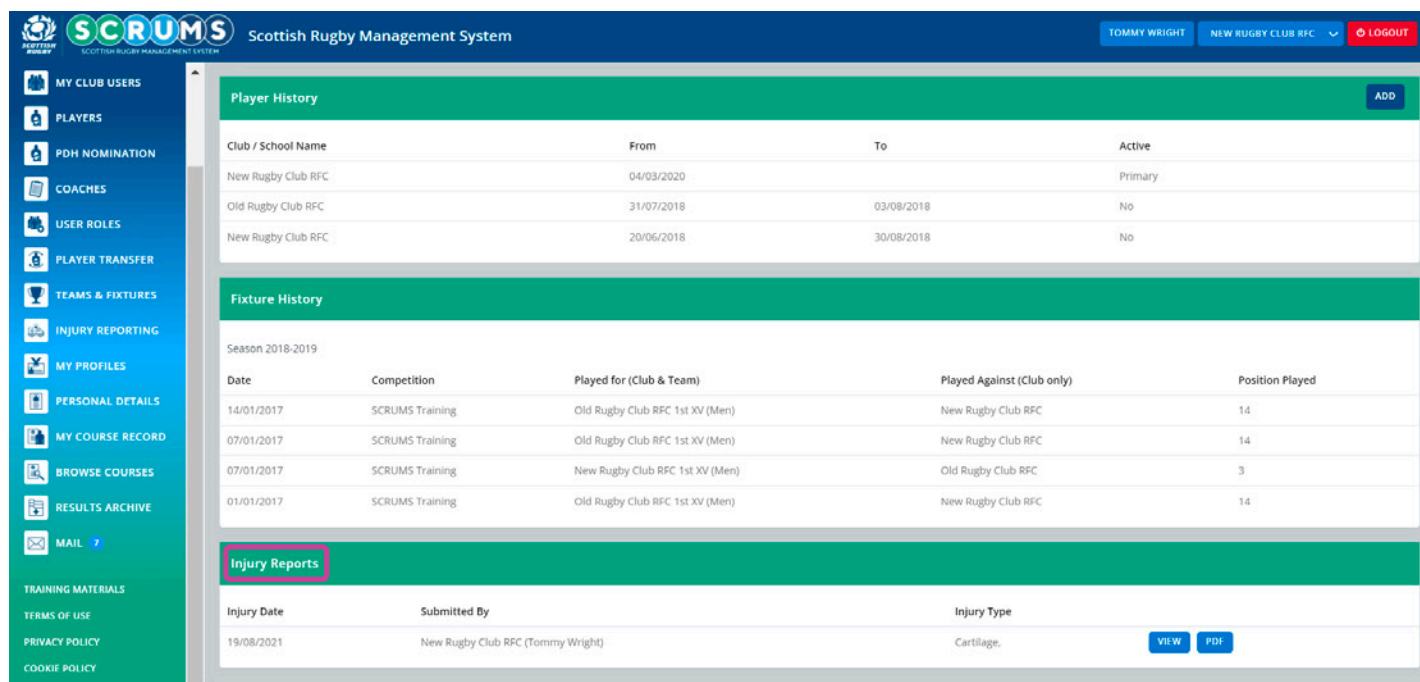

Once you have completed all of the required fields, you can click the **'Send Injury Report'** button. the updated version of the report is sent to Scottish Rugby's Medical Team and Insurers.

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STEP 9

Once an injury report has been submitted, it can only be viewed in SCRUMS by either the injured player (if over 18) or by a SCRUMS administrator at the player's club or school. Submitted injury reports can be found at the bottom of the player's record as highlighted, below the **'Player History'** section. Any injury report can be viewed in SCRUMS or downloaded as a PDF report (the same format as that shared with our insurers).