



Medical Emergency Action Planning (MEAP)





Guidance for clubs and school




Introduction

A MEAP should emphasise the equipment and procedures to be used in the event of an emergency as well as roles and responsibilities. The aim is to minimise uncertainty and improve communication.

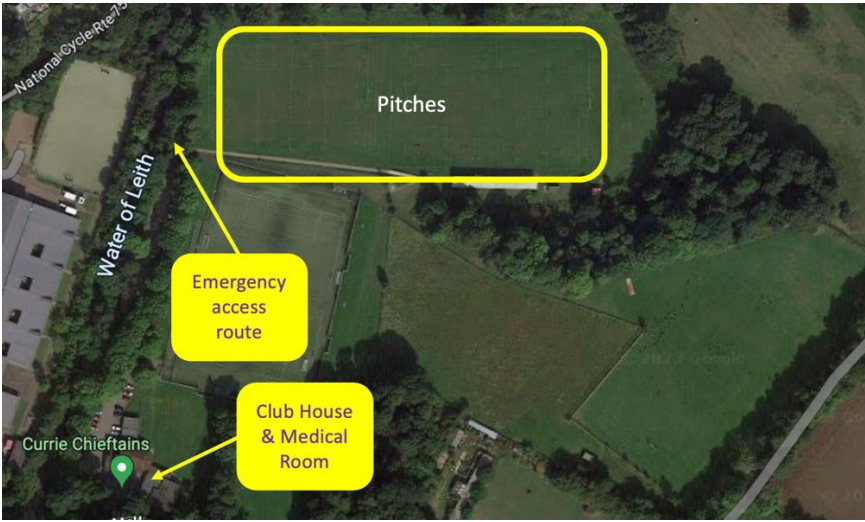
The following information could be included in your MEAP. This is a guide to putting a MEAP together but should be tailored by your own club or school's situation.

What should be included in an MEAP?

<p>Facility</p> 	<ul style="list-style-type: none"> • Address and location. Include postcode. • Consider adding “What 3 Words” (https://what3words.com) • Map with key locations marked including emergency access points to pitches. • Medical Room and/or Physio room location + access • Access gates for ambulance etc.
<p>Equipment</p> 	<ul style="list-style-type: none"> • List of emergency equipment available match days • List of emergency equipment available training sessions • Phone points (Landline) • Mobile blackspots / Walkie-Talkies
<p>Personnel</p> 	<ul style="list-style-type: none"> • First Aid/Immediate Care providers/Medics – Who is available and contact details. • If more than 1 person, then a lead should be designated. • Emergency call person/Match Day Manager/Event Manager – an individual who can help to coordinate arrival of kit and calls emergency services.
<p>Hospitals</p> 	<ul style="list-style-type: none"> • List of local hospitals, phone numbers & full address inc. postcode. • Detail which types of injuries can be seen there and age group (you may need to give additional information on other units e.g. regional trauma centre or paediatric ED)

<p>Communication</p> 	<ul style="list-style-type: none"> • Outline roles and responsibilities of key personnel in an emergency: • Who is in charge of casualty management and makes decision on whether an ambulance is required? • Who makes the call for an ambulance? • Key information to be relayed to the emergency services. • Who is meeting ambulance and coordinating access. • Who is responsible for communicating with NOK/parents/carers. • If player requires hospital care but can travel in own transport who helps to arrange this and takes player if required. • Who is responsible for recording injury on SCRUMS. • Who is responsible for replacing any first aid supplies used.
<p>Debrief</p> 	<ul style="list-style-type: none"> • It is important that any significant event triggering the use of the MEAP is reviewed. A hot debrief is essential to ensure that involved staff are supported prior to leaving to go home. • A full debrief should occur afterwards to review processes, acknowledge what has gone well and to change MEAP if required after this review.
<p>Pre-Event Safety Brief</p> 	<ul style="list-style-type: none"> • We would encourage key personnel to meet pre match to run through the MEAP and clarify roles and communication lines in the event of a serious illness or injury.

Example MEAP

Facility Name & Location	Address: Sandy Pitch Park, Bridge Road, Sunny Town, EH14 56R What3Words location: friend.bulb.feels
Facility Map	
Emergency Kit on Match Days:	<ul style="list-style-type: none"> • Spilt scoop device and headblocks • Spinal collar • Box Splits • Emergency Bag with airway, breathing and circulation equipment. AED • Crutches <p>This equipment is in the home technical zone during matches, available for both teams to use.</p>
Medical Team	<ul style="list-style-type: none"> • 1 x physio (level 2) • 1 x level 1 first aider <p>Physio will lead management of any serious injuries and decide if an ambulance is required and communicate this to match day team. Our emergency team is responsible for making sure all the medical kit is available and has been checked and working.</p>
Matchday Team	<p>Team manager coordinates any emergency kit that should be brought onto the pitch if needed. They will call for an ambulance and work with the emergency assist person to ensure ambulance access is clear. The emergency assist person will help arrange onward transport if needed for an injured person and ensure NOK/Parents/carers are informed of injury requiring referral to hospital.</p>

Hospitals	Big Infirmary Main St Sunny Town EH1 23F Tel 0131 536 1000 Major Trauma Centre, open 24/7.	Little Cottage Hospital Orchard Lane Nr Sunny Town EH15 67P Tel 0131 672 9999 Minor injuries unit, open 8am to 8pm. Not suitable for spinal injuries or major orthopaedic injuries. Closer to Sandy Pitch Park and wait time is shorter than Big Infirmary.
Key Contacts	Mary Smith, Physiotherapist XXXXXXXX Jimmy Jones, Team Manager XXXXXXXX	

Example Match Day Information

MATCH

Game Development RFC 1st XV v Old Murrayfield Boys RFC 2nd XV

11th February 2023

Sandy Pitch Park, Sunny Town

Emergency team (GD RFC) - Mary Smith, Physio (LEAD) & Emily Reid, First Aider

Emergency Team (OMB RFC) - Maggie Little, First Aider

Match Day Manager - Alastair Mills (GD RFC)

Emergency Assist - Sadie Scott (GD RFC) / Gordon Campbell (OMB RFC)

Pitch Location - EH14 56R - Friend.bulb.feels

Game Checklist:

- Kit checked and working
- Mobile phone available at pitch side and checked charged and has a signal
- Pre match discussion on roles and agreement on who is responsible for
- Team Lead
- Calling Emergency Services
- Communication with family
- Crowd/other player management if needed
- Debrief lead if required