

**Bourne End Junior Sports Club – Football Section Emergency Action Plan
Bourne End Recreation Ground**

For all emergency services - Dial 999 or 111

Club Name:	Bourne End Junior Sports Club
Activity:	BEJSC Football Matches/Training sessions
Venue:	Pedestrian entrance: Bourne End Recreation Road, Recreation Road, Off Furlong Road, Bourne End, Bucks, SL8 5AT

FIRST AIDER INFORMATION

Each BEJSC team should have a qualified First Aider and a First aid kit present at all Matches and training sessions.

First Aid Equipment & Facilities

Defibrillator:	There is no defibrillator at Bourne End Recreation Ground. <u>The nearest defibrillator at the Bourne End Community Centre, Wakeman Road, Bourne End, Bucks, SL8 5SX.</u> The defibrillator is on the outside right-hand wall of the building facing the “The Target Room”. Details of use are shown on the defibrillator. Bourne End Community Centre is approx. one mile from Bourne End Recreation Ground and there is a small car park.
Stretcher:	Not available. If required, would require an ambulance to attend.
Ambulance:	Call emergency services, if required.
Location of venue:	Emergency entrance gate only: Bourne End Recreation Ground, Claytons Meadow, Bourne End, Bucks, SL8DQ
Ambulance access to venue:	Entry to Bourne End Recreation Ground is via the main entrance gate in Claytons Meadow. The key for the main entrance gate is held in the key box inside the right-hand side (facing green changing rooms) changing room. All teams have a set of keys for access to the changing rooms. The key box is positioned on the back wall. Team Managers/Coaches have been advised of the code for the key box. Please ensure that the entrance gate is locked after any incident and the entrance gate key must be put back in the key box.
Pitch to Ambulance	Across the recreation ground, but assisted by BEJSC Officials.
Reporting Incident:	If a parent or guardian of an injured player is not present, contact them immediately. After the incident, it should be noted in the Age group’s First Aid Accident book (included in First Aid kit). Also, the BEJSC Accident form (see below) is to be completed.

Nearest Hospitals

Nearest A&E Hospital to Bourne End Recreation Ground	Wexham Park Hospital, Wexham Park, Slough, Berkshire, SL2 4HL. Telephone Numbers: A & E Reception: 0300 615 4017 General Switchboard:0300 614 5000 Journey Time: 20 - 25 minutes – 11 miles
Nearest A & E Hospital to Bourne End Recreation Ground	Stoke Mandeville Hospital, Mandeville Road, Aylesbury, Buckinghamshire, HP21 8AL. Tel No: 01296 315000. Journey Time: 40 - 50minutes – 22 miles
Nearest Minor Injuries Hospital Unit to Bourne End Recreation Ground	Wycombe Hospital, Minor Injuries Unit, Queen Alexandra Road, High Wycombe, Bucks, HP11 2TT. Tel No: 01494 526161. Journey Time: 15 - 20 minutes – 7 miles



BEJSC Accident Report Form

To be completed as soon as possible after the accident.

(The accident should be noted in the Age group Accident book, as well as completing this form. Please email it to the Club - office@bejsc.co.uk and copy Club Secretary – bejscfootball@gmail.com

Name of person completing form

Site where incident/accident took place

Date and time of incident/accident

Name of Injured Person

Age if under 18 years

Address: Telephone No:

Details of Accident/Injury – What happened?

Action taken and treatment given

Name of person reporting accident/incident and date

Signed – by a witness (could be the person involved)

Office Use Only

Report Received by	Date
Any Follow Up Action Required?	

Please email or send the completed form to BEJSC office (office@bejsc.co.uk) and to Club Secretary – bejscfootball@gmail.com