**RFU Reportable Injuries Form**

Please use this form to report any injuries that occur whilst playing rugby or taking part in organised squad rugby training sessions that fit any of the following definitions:

* An injury which results in admission to a hospital intensive care unit, high dependency unit, specialist spinal or head injury unit.
* Deaths which occur during or within 6 hours of a game finishing.
* Any injury that is likely to result in an insurance claim to the RFU insurers

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Date of report: Time of report:

Date of injury: Time of injury:

Player's name: DOB or Age:

Club/School: Team:

Game / Training:

Nature of suspected injury:

Category:

* An injury which results in admission to a hospital intensive care unit, high dependency unit, specialist spinal or head injury unit.
* A death which occurred during game or within 6 hours of a game finishing.
* An injury that is likely to result in an insurance claim to the RFU insurers

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Game Injuries Only

Opposition Club: Team:

Venue: Name of Referee:

Name of reporting person: Position within Club/School:

Contact Telephone Number(s):

Once completed, please send this form to the RFU Sports Injuries Administrator:

Email: sportsinjuriesadmin@therfu.com Fax: 0870 143 2423 Tel: 0870 143 2421

Post: Sports Injuries Administrator, Rugby Football Union, Rugby House, Rugby Rd, Twickenham, TW1 1DS.

The RFU only uses this data for contacting individuals and/or their clubs who are identified as requiring support in the case of a serious injury.

In order to simplify the reporting process and ensure that the injury data that is collated is valid, clubs and schools need only report the Reportable Injury Events defined below. Detailed injury surveillance data will be collected independently from a representative sample of nominated clubs and schools.

**Reportable Injury Events**

These are defined as:

* An injury which results in the player being admitted to a hospital (this does not include those that attend an Accident or Emergency Department and are allowed home from there).
* Deaths which occur during or within 6 hours of a game finishing.

**Reportable Injury Event Protocol**

In the event of a serious injury occurring which fulfills the above definition, the following protocol is to be followed:

1. Provide immediate first aid and arrange transport by ambulance to the hospital.

2. A club representative must phone the Sports Injuries Administrator Helpline 0800 298 0102, as soon as the seriousness of the player's condition is confirmed and certainly within 48 hours of the game or training session.

3. Please have a pen and paper, and details of the incident ready to provide. Out of working hours there will be a recorded message that provides contact details of the Injured Player Welfare Officer (IPWO). You will be asked to email or fax a Reportable Injury Event report form, which can be downloaded from the RFU website [www.rfu.com](http://www.rfu.com) or complete a pre-printed form held in the Accident & Injury File situated in the club office.

4. The IPWO will then establish contact with the club and player or their families in order to confirm the injury, initiate the Pastoral Support Program, and collect additional information about the injury.

5. The club/school mustnotify their insurers. The RFU insurers **are Marsh Sports Group (Claims),** Tel: 0131 311 4254**,** Fax: 0131 343 6667**,** email: Susan.J.Thomson@marsh.com

6. Record witness statements.Where a potential insurance or personal injury claim may arise, clubs and schools are advised to retain on file witness statements. These statements must confine themselves to the facts and not include opinion or hearsay, or apportion or infer blame. They must be signed and dated by the person making them.

If you have any queries, you can also contact either the Sports Injuries Administrator or the Injured Player Welfare Officer as follows:

**Sports Injuries Administrator (SIA)**

Community Rugby, Rugby House, Rugby Road, Twickenham, TW1 1DS

Tel: 0800 298 0102, Fax: 0208 892 4446

email: sportsinjuriesadmin@therfu.com

**RFU Injured Player Welfare Officer:**

David Phillips, 16 Holborn Ave, Leigh, Lancashire, WN7 1TT

Tel: 07894 489 716

Email: welfareofficer@therfu.com