



STUDENT ACTIVITIES PROCEDURES FOR INJURY PREVENTION AND FIRST AID

Updated: June 2024



BUCKS
STUDENTS' UNION

Bucks Students' Union takes the health and safety of our students very seriously. This policy is designed to supplement the Union's overall Health and Safety policy in providing more detail about the action taken to manage the risk of injury and oversee first aid arrangements within the Student Activities Department. These procedures provide a detailed summary of our arrangements but do not necessarily represent an exhaustive list of action taken and further appropriate measures may be taken as and when necessary.

Risk Assessments

Risk assessments are written by every club and society before their activities commence. These assessments are then subject to an initial check by staff before going forward to the Student Activities Committee where any queries are raised and the risk assessments are ultimately approved.

Where queries are raised, feedback is sent to the clubs and societies who subsequently make any necessary amendments. Once risk assessments are approved this is communicated to the relevant club or society. Updated risk assessments are kept on the Union shared drive, the Union's online system for file storage.

Medical questions and online membership

Data Collection

Students who sign up for a sports trip, online for a club or a sport society membership are asked questions about any medical conditions or allergies that we should be aware of. This additional information is linked to their membership record, through the Students' Union website. Students are encouraged to disclose any medical condition which might impact on their ability to train, play or otherwise engage in the activity of their chosen club or society. Students are also asked for next of kin contact details and consent for collecting the contact details that gained through the medical questionnaire.

For those students that do not fill in their medical information or next of kin details there is a clear statement which the students must tick. This outlines the consequences of not giving us this information, namely that we will be unable to notify anyone should they be seriously injured, concussed or hospitalised.

The Activities Co-ordinator (Competitive Sports), Activities Co-ordinator (Recreational Sport and Societies) and the Student Activities Manager forward this medical data to the relevant club or society's coach and members of the committee. The processing of information and who it is shared with is detailed at the top of the medical questionnaire and for more information, please read our Student Data Privacy Statement.

Storage and Usage

The data will be sent by email in a password protected document to the relevant parties. Ambassadors, coaches and committee members are therefore able to access students' medical data pitch-side during training and matches on mobile devices. Coaches, ambassadors and committee members in possession of this data are instructed not to download the information into non-secure formats.

Bucks Students' Union recognises that our club and society members are adults. The Union collects medical data so that relevant individuals and groups are aware of illness and conditions which could result in injury and harm to our members, especially in situations where injury could have rendered them unable to advise medical practitioners (e.g. in relation to allergies). However, individual students make the decision whether or not to participate in student activities. We encourage them to consider their medical status and history when making those decisions.

Destruction

Those in receipt of students' medical data are instructed to delete information at the end of the academic year. This will be enforced with an email sent by the Activities Co-ordinator (Recreational sport and Societies and the Activities Co-ordinator (Competitive Sports).

This is reflected in the AU, Societies and Coaches handbooks.

Recreational Sport

For students taking part in recreational sport, where they are not a member of a club or society, they don't have to hold a membership to participate and the same medical data is not collected.

Instead all coaches and ambassadors are instructed to check with students before the sessions start for any injuries or reasons they should not take part.

Insurance

All students that take part in clubs and societies are covered by Endsleigh Elite Personal Accident Insurance. Details of the policy can be found here: bucksstudentsunion.org/union/resources.

Sport Specific First Aid Course

Our aim, wherever possible, is to have a qualified first aider in every team and society so that when teams are away there is always someone in a position to administer emergency first aid. Clubs and societies are asked at the start of the year if they have a qualified emergency first aider and, where this is the case, to provide a copy of their certificate.

In the instance there are clubs that don't have any first aiders we run a sport specific first aid course, purely for students taking part in our competitive sports teams, or for societies that have a sporting element.

If clubs or societies are unable to provide someone there are opportunities throughout the year for them to attend first aid courses run by the Students' Union. One of our requirements is that all coaches have an up to date first aid qualification to ensure we have cover in place at training wherever possible.

Insurance

If a student is seriously injured the committee members should have access to their emergency contact details that has been sent in a password protected file. If there isn't any information then a member of committee is able to ring the Students Union Office who maybe able to access information from the Student Hub. If the injured player is taken to hospital the members are advised that someone should go with them. If no one can, then to ask the paramedics which hospital they are taking the injured person too.

Incident report forms

Teams are provided with a form for match days to note any injuries, or issues that occur on the day. Captains or the designated first aider are expected to fill out this form and return it to Activities Coordinator (Competitive Sport) so that any issues and/or injuries can be followed up.

In the case of a serious injury or violent misconduct students are advised to call the emergency services when this is appropriate and to ring the Activities Coordinator (Competitive Sport) during work hours (**01494 601600**) or the University outside of 9am-5pm (**01494 605070**) immediately to alert us to the incident.

There is also a form for training that is provided for the societies or the captain and/or designated first aider to note down any issues or injuries. This should also be returned to the Activities Coordinator and the same procedure, outlined above, for any serious injury or incident should be followed. We recognise that it is not always possible for a first aider to be present at training and matches. If a serious injury occurs on these occasions students are advised to ring **999** and fill out the appropriate form.

Sports Therapy Students

The Union is also looking to reduce and manage the risk of injury by working with our sport therapy students to offer a weekly 2 hour massage clinic, which any student can access via Gateway Reception. Sports Therapy students will also run a weekly 2 hour injury clinic for students to attend, post-match, which is also free. Opportunities are given to third year sports therapy students to volunteer to cover sports teams in a pitch side first aid capacity when matches occur.

Sports Therapy Provision

Arrangements are in place for sports with higher levels of risk. Our martial arts are supported by comprehensive medical and support arrangements organised as part of their competitions. We also endeavour to have a qualified sports therapist in attendance for all our home rugby fixtures.

HEADCASE Programme

To spread awareness about concussion we utilise, the RFU's HEADCASE programme which is recognised as one of the UK's leading concussion awareness and education resources. The aim of this programme is to increase understanding and provide information on concussion and other related topics, including how to prevent and manage suspected concussions. All students are encouraged to undertake the RFU's Headcase online programme at the beginning of the academic year.

Concussion Clinic

All students will be offered the opportunity to have a base line test for concussion purposes. This will be carried out by Sports Therapy students under the direction of Sports Therapy Lecturing Staff. There will be further training around concussion and the dangers of returning to matches before players are match fit and this will take place at committee training.

If a player has a suspected concussion they will be encouraged, by the coach, captain and others to go back and have a repeat test. If then they complete an assessment in the Sports and Well-Being clinic, then the supervising Sports Therapy Lecturer will email the Activities Co-ordinator (Competitive Sport) to disseminate the information to the relevant captain and coach. The student will be clearly advised on the current return to play/learn protocols and strongly directed to adhere to them. If the player attempts to return to competition and it is deemed they would be playing at a threat to life then they will not be considered for selection or allowed by their coach or captain to participate.

Questions and Concerns

Any student with questions or concerns relating to any of the procedures above, including the collection of medical data should contact the Student Activities Manager on **01494 601600** or email **union@bnu.ac.uk** and they will be pleased to help.