

RFU Guidelines - Injury Reporting

So that the RFU can take an active role aiding in the care and rehabilitation of catastrophically injured players, it is vital that the RFU is notified of all injuries that qualify in the reportable category set out below using this [Injury Report Form](#) (MS Word DOC 34kB). For more information and support about how a club should deal with a serious injury, the following document provides [guidance for clubs on managing serious injuries](#).

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 following Reportable Injury Events. Wider ranging 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 and emergency department and are allowed home from there)
- Deaths which occur during a game or within six hours of a game finishing

Reportable Injury Event Protocol

In the event of a serious injury that fulfills the above criteria, the following protocol is to be followed:

1. Provide immediate first aid and arrange transport by ambulance to the hospital
2. A club or school 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 in which the injury occurred
3. Please have a pen and paper ready, along with details of the incident. 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 an [Injury Report Form](#) (MS Word DOC 34kB)
4. The IPWO will then establish contact with the club and player or their family in order to confirm the injury, initiate the Pastoral Support Programme, and collect additional information about the injury
5. The club/school must notify their insurers. The RFU insurers are Marsh Sports Group (Claims), Tel: 0131 311 4254, Fax: 0131 343 6667
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:

Sports Injuries Administrator (SIA)

Community Rugby, Rugby House, Rugby Road, Twickenham, TW1 1DS
Tel: 0800 298 0102, Fax: 0208 8831 7684
Email: sportsinjuriesadmin@therfu.com