Emergency and Injury Response Procedure – Butlers Reserve

Wembley Downs Soccer Club recognizes the importance of having a response procedure in case of emergency or injury for our members and the broader community. This procedure aims to provide guidelines for appropriate action by those who may have to deal with an emergency situation on the grounds.

What you should know

- Each team kit bag should contain a small first aid kit and two instant ice packs at all times, and replacements available upon request – contact **wembleydownssoccerclub@gmail.com** if none in clubrooms.
- The defibrillator (AED) is located inside the clubrooms on the wall towards the canteen door.
- Two orange folding stretchers are located in the equipment shed, and on game days these should be outside the equipment shed ready to go.
- There are also a spine board and case with head immobilizer, neck collar and splints located in the equipment shed for retrieval and use when circumstances call for them.
- The Command Post First Aid Kit is located in the canteen for safe keeping but will be on a table outside the clubrooms on game days.
- Ambulance access is via the chained openings in the north-west and south-east corner of the clubrooms and halfway down the side of pitch 3 in Cobb St.
- The key to open the chains is kept in the canteen.
- Ice bags are kept in the small freezer inside the equipment shed.

Important contacts

- Ambulance: **000**.
- Police: **131 444**.
- Ranger: (08) 9205 8555, 7:00 am to 8:00 pm.
- Ranger after hours: 1300 365 356.
- Nearest public hospital: Sir Charles Gairdner Hospital Emergency Department.
- Nearest urgent care: St John Urgent Care, Scarborough Beach Road, for non-life-threatening injuries.

What you can do

1. Check the scene and the injured person's condition.
2. Call an ambulance immediately if the injury or illness is serious or life-threatening.
3. Ask someone to retrieve the AED, first aid kit, stretcher, or spine board if required.
4. Ask someone to open the ambulance access chain and meet emergency services at the gate.
5. Keep the injured person calm and still, and do not move them unless it is unsafe to leave them where they are.
6. Ask spectators and players to move away from the area so first aid or emergency care can be given.
7. Provide first aid only if it is safe and you are trained to do so.
8. Take the names and contact details of witnesses.
9. Record the incident as soon as possible, including what happened, where it happened, and any action taken.
10. Notify the club by email as soon as possible at **wembleydownssoccerclub@gmail.com**

Additional reminders

- Parents or guardians should be informed as soon as practical when a player under 18 iis involved.
- Any suspected head, neck, or spinal injury should be treated as serious until assessed by emergency personnel.
- Coaches and managers should familiarise themselves with the emergency layout before each season and whenever new club representatives join the Club.

