University of St Andrews Athletic Union Incident reporting procedure

1. **What must be reported**: Clubs must report any incident, which resulted, or could have resulted in medical treatment (including first aid) being required. All such accidents, incidents and near misses must be reported and recorded at the Sports Centre reception so the Executive can take action if necessary. Once reported all serious/head injuries are also reported to ASC/Out of Hours Service for St Andrews Students or for oppositions from other Universities the AU will contact the opposition and report the accident for them to follow up.

   **Submit a Saints Sports Incident Report Form to the Sports Centre Reception ASAP.**

2. The AU President/Administration Manager must be informed of the accident/incident via the Saints Sport Accident/Incident/Near Miss Report Form **within 24 hours of the accident**. The form is available at Sports Centre Reception. One copy of this form should be completed and submitted to Sports Centre Reception.

3. **Major Incidents**

   In the case of serious accidents resulting in hospitalisation, serious injury or death, please inform the University Management by telephoning one of the emergency numbers on the **back page of this booklet**

4. **Media Relations**

   It is important in the event of serious accidents and fatalities that disclosure of information is restricted to a minimum number of people and that:

   a. communications are made only to the emergency services and the University management.
   b. **Make no comment to the media or other parties.** Cases have been reported where the media rather than the Police or University Management have contacted relatives following death, causing distress.
Major incidents: Emergency Contacts

Please contact one of the following:

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<tr>
<th></th>
<th>University</th>
<th>Home</th>
<th>Mobile</th>
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<tbody>
<tr>
<td>Security and Response Team</td>
<td>01334 46 (8999)</td>
<td></td>
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<tr>
<td>AU President Duty Mobile</td>
<td></td>
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<td>07540671355</td>
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In a major incident, relay the following information to the management contact:

1. Your name, contact number and whereabouts
2. Name of club
3. A brief description of the incident and state of casualties
4. The names of the students involved
5. The name of the hospital or location of the casualty
6. The name of the local police station if known
7. Your intended movements and contact availability over the next few hours
8. Your group's intention
9. The duty mobile number for the AU President
10. Any assistance that you require from the University (Transport, etc)