



Surrey County Hockey Association

First Aid Policy, Procedures & Guidelines

These guidelines apply to all Surrey County Hockey Association (SCHA) players, staff, and any patrons, guests, or visitors using SCHA-sublet facilities.

Roles & Responsibilities

1. There is no resident first-aid personnel at any SCHA facility.
2. Each Head Coach is responsible for maintaining a first-aid kit at all training sessions and matches.
3. Each squad should have at least one qualified first aider present at every game or training session.
4. All players participate at their own risk. Coaches should remind players to wear recommended safety equipment (gumshields, shin pads, face masks where appropriate).

Health Declarations & Medical Information

1. At the start of each season, parents/guardians of all squad members must provide up-to-date medical and emergency contact information via the SCHA website.
2. This information must be accessible to Head and Assistant Coaches and stored securely offline (e.g., a paper copy held by the Head Coach) in case online access fails.
3. All personal data must be handled in compliance with data protection laws.

First Aid Kits & Provision

1. Each squad must have a first-aid kit on hand for all training sessions and matches — home and away.
2. First aid kits should be regularly checked and restocked. The Head Coach is responsible either for restocking (and reclaiming expenses) or notifying admin of needed items.
3. At least one person present at each session or match should hold a valid first-aid qualification, with certification kept current.

Guidelines for Dealing with an Incident / Accident

1. Stay calm and act swiftly. Assess the situation for danger or further injuries.
2. If necessary, evacuate the pitch calmly and ensure the rest of the group is adequately supervised.
3. Listen to the injured person and provide first aid as appropriate.
4. For serious injuries requiring specialist treatment, call emergency services immediately. Do not move someone with major injuries unless they are in danger of further harm.



5. Contact the injured person's parent, guardian, or next of kin.
6. Complete an incident/accident report form (Appendix 1) and leave it in the designated envelope in the clubhouse.
7. As a member club of England Hockey, serious injuries should also be reported through EH's online Injury Monitoring system.

Risk Assessment & Emergency Preparedness

1. Coaches or organisers must conduct a brief risk assessment of the venue before every session (pitch condition, access to phones, emergency services, etc.).
2. Ensure reliable communication is available to contact emergency services.
3. Where feasible, maintain access to a defibrillator or AED in line with EH guidance.

Main SCHA Training & Match Locations

Woking Hockey Club – Goldsworth Park, Wishbone Way, Woking GU21 3RT

1. Vehicular access restricted by a locked barrier; A key to the barrier is available in the cupboard just inside the main door of the club house.
2. For minor injuries:
Woking Community Hospital, Heathside Road, Woking, Surrey, GU22 7HS

Reed's School – Sandy Lane, Cobham, KT11 2ES

1. From the main gates, proceed to the mini roundabout and turn right. Follow the road past the pitches and The Close boarding house.
2. Contact School Duty Cover if calling an ambulance (via the Cricket Centre or Surrey Administrator).

Nearest NHS A&E for both Woking and Reed's:

- St Peter's Hospital, Guildford Road, Chertsey, Surrey, KT16 0PZ
- Tel: 01932 872000