



FC Highend Medical Emergency Action Plan (MEAP) - Melbourne Park

Emergency procedures and protocols for training sessions and match days

Emergency Response Protocol

Document Information

- Last Updated Date: January 2026
- Review Date: January 2027
- MEAP Manager: Daryl (Welfare Officer)
- Contact: 07934 438630

In Case of Emergency - Immediate Actions

1. Assess the situation and ensure scene safety
2. Call 999 immediately for serious injuries
3. Designate someone to meet the ambulance at the entrance
4. Begin first aid if qualified
5. Contact parent/guardian
6. Notify Welfare Officer (Daryl)

Emergency Contacts

- Emergency Services: 999
- Daryl (Welfare Officer): 07934 438630
- Charlie (Chairman & UEFA Coach):
07715 315484
- Terry (Coach & Secretary): 07958 037628
- Andy Preist (Coach): 0781894407

First Aid Personnel

Qualified first aiders present at each session should be identified at the start of training/matches, with their names and contact details shared with all coaches.

- ☐ **In a medical emergency, player safety is the absolute priority. Do not hesitate to call 999.**

Emergency Equipment & Facilities Location

First Aid Equipment Location

Primary first aid kit stored: In the clubhouse, main entrance cupboard

Portable pitch-side kit: Carried by designated first aider during all sessions

Contents include: bandages, ice packs, sterile dressings, gloves, scissors, emergency blanket

Defibrillator (AED) Location

1) Melbourne Park Garage And Store Pavilion Block, Salerno Way, Chelmsford, CM1 2EH

2) Red Beret, 26 Melbourne Avenue, Chelmsford, CM1 2DX

3) Site At, 127 Melbourne Avenue, Chelmsford, CM1 2DT

4) Lawford Mead Primary And Nursery School, Trent Road, Chelmsford, CM1 2JH

5) Langton Hall (Scout Hall), Langton Avenue, Chelmsford, CM1 2BP

6) Sir Geoff Hurst Academy, Fox Crescent, Chelmsford, CM1 2BN

7) Kings Road Primary School, Kings Road, Chelmsford, CM1 2BB

Personal Protective Equipment (PPE)

Location: Stored with first aid kit

Includes: Disposable gloves, face shields, hand sanitizer

All first aiders must use appropriate PPE when treating injuries

Emergency Exit Routes

Primary exit: Main gate next to pitch 1

Assembly point: Within the Car Park, Speak With FC Highend Coaches

Ensure all exits remain clear and accessible during sessions

☐ All coaches and volunteers should familiarize themselves with equipment locations before each session begins.

Nearest Emergency Department & Medical Facilities

Nearest Accident & Emergency (A&E) Department

- Hospital Name: Broomfield Hospital
- Address: Court Rd, Broomfield, Chelmsford CM1 7ET
- Distance from venue: 9 Minutes
- Phone: [01245 362000](tel:01245362000)
- Switchboard: **01245 362000**

Alternative Emergency Facilities

- Urgent Care Centre: [North Chelmsford NHS Healthcare C](#)
- Phone: [0300 123 3366](tel:03001233366)
- Location: 2 White Hart Ln, Chelmsford CM2 5EF

Route to A&E

Melbourne Park

56 Salerno Way, Chelmsford CM1 2EH

Take Oliver Way, Patching Hall Ln and School Ln to Main Rd/B1008 in Broomfield

5 min (1.9 mi)

Turn left onto Main Rd/B1008

2 min (0.8 mi)

Continue on Hospital Approach to your destination

When to Go to A&E vs. Call 999

Call 999 for: Loss of consciousness, severe bleeding, suspected fractures, head injuries, breathing difficulties, chest pain, severe allergic reactions

Go to A&E for: Moderate injuries that need assessment but are not life-threatening

Use NHS 111 for: Medical advice when unsure

❏ In doubt? Always err on the side of caution and call 999. Paramedics would rather attend and find it's not serious than miss a critical situation.

Player Medical History Form

To be completed by parent/guardian for each player - CONFIDENTIAL

SECTION 1: PLAYER INFORMATION

Player Full Name: _____

Date of Birth: _____

Age Group/Team: _____

Parent/Guardian Name: _____

Emergency Contact Number: _____

Alternative Contact Number: _____

Home Address: _____

SECTION 2: MEDICAL INFORMATION

Does your child have any of the following conditions? (Please tick all that apply)

- Asthma
- Diabetes (Type 1 / Type 2)
- Epilepsy or seizures
- Heart condition
- Allergies (please specify below)
- Hay fever
- Eczema
- Previous head injury or concussion
- Joint problems (knees, ankles, etc.)
- Vision problems (wears glasses/contact lenses)
- Hearing difficulties
- Other medical condition (please specify below)

SECTION 3: ALLERGIES

Please provide details of any allergies (food, medication, insect stings, etc.):

Severity of reaction: Mild Moderate Severe/Anaphylaxis

Does your child carry an EpiPen? Yes No

If yes, location of EpiPen: _____

SECTION 4: CURRENT MEDICATIONS

Please list any medications your child takes regularly:

Medication Name: _____ Dosage: _____ Frequency: _____

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Does your child need to take medication during training/matches? Yes No

If yes, please provide details and instructions: _____

Player Medical History Form (continued)

Page 2 of 2

SECTION 5: PREVIOUS INJURIES

Has your child had any significant injuries in the past 12 months?

Yes No

If yes, please provide details: _____

Has your child had any operations or hospital admissions?

Yes No

If yes, please provide details and dates: _____

SECTION 6: ADDITIONAL INFORMATION

Is there anything else we should know about your child's health or wellbeing?

Does your child have any dietary requirements? _____

SECTION 7: GP DETAILS

GP Name: _____

GP Surgery: _____

GP Phone Number: _____

SECTION 8: CONSENT & DECLARATION


I confirm that the information provided is accurate and complete to the best of my knowledge.

I give permission for FC Highend coaches and first aiders to administer basic first aid if required.

I understand that in an emergency, if I cannot be contacted, the club will act in the best interests of my child, including calling 999 and accompanying them to hospital if necessary.

I agree to inform the club immediately of any changes to my child's medical condition or emergency contact details.

Parent/Guardian Signature: _____ Date: _____

 **This form must be completed before your child participates in any FC Highend activities. Please update the club immediately if any medical information changes. All information is kept strictly confidential and stored securely by the Welfare Officer.**

Incident Reporting & Documentation

What Needs to be Reported

- All injuries requiring first aid treatment
- Any injury requiring hospital attendance
- Near-miss incidents that could have caused injury
- Any use of the defibrillator
- Safeguarding concerns
- Dangerous occurrences or facility issues

Immediate Documentation (Within 24 Hours)

- Complete an incident report form
- Include: Date, time, location, names of those involved
- Describe what happened in detail
- Note witnesses present
- Record first aid given and by whom
- Document any emergency services called
- Note parent/guardian notification details

Who to Submit Reports To

- Primary contact: Daryl (Welfare Officer) - 07934 438630 - lorenzini35@gmail.com
- Copy to: Charlie (Chairman) - charliefrankpriest@live.co.uk

Terry - Coach & Secretary

Phone: 07958 037628

Email: terryleewhite23@gmail.com

- Keep a copy for club records

Follow-Up Actions

- Welfare Officer reviews all incident reports
- Serious incidents may require FA notification
- Review procedures to prevent similar incidents
- Update MEAP if necessary
- Provide support to affected individuals
- Insurance notification if required

Record Keeping

- All incident reports stored securely by Welfare Officer
- Records kept for minimum of 21 years (safeguarding) or 3 years (other incidents)
- Confidentiality maintained at all times
- Regular review of incident trends to improve safety

📌 **Accurate and timely incident reporting protects players, coaches, and the club. It also helps us learn and improve our safety procedures.**

Quick Reference Emergency Card

EMERGENCY QUICK REFERENCE - Keep This Accessible

CALL 999 IMMEDIATELY FOR:

- Loss of consciousness
- Severe bleeding
- Suspected fracture
- Head injury
- Breathing difficulties not improving
- Chest pain
- Severe allergic reaction
- Any collapse or cardiac event

VENUE INFORMATION FOR 999

- Address: **Melbourne Park**
56 Salerno Way, Chelmsford CM1 2EH
- Access: Main gates from the car park
- Pitch location: front pitch.

EMERGENCY CONTACTS

- Emergency Services: 999
- Daryl (Welfare Officer): 07934 438630
- Charlie (Chairman): 07715 315484
- Terry (Secretary): 07958 037628
- NHS 111: For non-emergency advice

EQUIPMENT LOCATIONS


- First Aid Kit: Charlie & Terry
- Defibrillator (AED): External wall of clubhouse
- PPE: With first aid kit

NEAREST A&E

- Hospital Name: Broomfield Hospital
- Address: Court Rd, Broomfield,
Chelmsford CM1 7ET

IMMEDIATE ACTIONS

1. Ensure scene is safe
2. Call 999 if serious
3. Send someone to meet ambulance
4. Begin first aid if qualified
5. Contact parent/guardian
6. Notify Welfare Officer

 **Print this card and keep it with your coaching equipment. In an emergency, every second counts.**

MEAP Review & Training Requirements

Annual MEAP Review

This document must be reviewed annually by the Welfare Officer

Next review date: January 2027

Review triggers:

- After any serious incident
- When venue or facilities change
- When key personnel change
- When new risks are identified

All coaches must be informed of any updates

Mandatory Training for Coaches & Volunteers

- Emergency First Aid in Football (or equivalent) - Valid for 3 years
- Safeguarding Children training - Renewed every 3 years
- Defibrillator awareness training - Recommended annually
- Emergency procedures briefing - Before each season

All coaches should know CPR basics

Training Records

Maintained by: FC Highend

- All coaches must provide copies of valid certificates
- Club maintains a register of qualified first aiders
- Training renewal reminders sent 3 months before expiry

Ongoing Competency

- Regular emergency scenario practice recommended
- Defibrillator familiarization sessions
- Review of emergency procedures at coach meetings
- Sharing of lessons learned from incidents

Document Distribution

- All coaches receive a copy of this MEAP
- Available on club website/communication platform
- Printed copy kept in clubhouse
- Parents informed of emergency procedures via club communications

📌 **A well-prepared team saves lives. Regular training and review ensure we're always ready to respond effectively in an emergency.**

Common Football Injuries & Initial Response

Head Injuries

- Signs: Confusion, dizziness, loss of consciousness, vomiting, headache
1. Stop play immediately
 2. Do not move the player
 3. Call 999 if loss of consciousness or severe symptoms
 4. Keep player still and monitor closely
 5. Do NOT allow player to return to activity
 6. Always seek medical assessment for head injuries

Fractures & Suspected Breaks

- Signs: Severe pain, swelling, deformity, inability to move limb
1. Do not move the injured area
 2. Immobilize the limb if possible
 3. Call 999 for suspected fractures
 4. Apply ice if available (wrapped in cloth)
 5. Keep player calm and still

Sprains, Strains & Soft Tissue Injuries

- Signs: Pain, swelling, bruising, limited movement
1. Follow RICE protocol: Rest, Ice, Compression, Elevation
 2. Remove from activity
 3. Apply ice for 15-20 minutes
 4. Seek medical advice if severe or not improving

Breathing Difficulties & Asthma

- Signs: Wheezing, shortness of breath, chest tightness, unable to speak in full sentences
1. Stop activity immediately
 2. Help player use their inhaler if they have one
 3. Sit player upright, leaning slightly forward
 4. Call 999 if symptoms don't improve within 5-10 minutes or if severe
 5. Stay calm and reassure the player

Severe Bleeding

1. Wear gloves (PPE)
2. Apply direct pressure to wound with clean cloth
3. Elevate injured area if possible
4. Call 999 if bleeding is severe or won't stop
5. Do not remove embedded objects

Cardiac Emergency / Collapse

- Signs: Sudden collapse, unresponsive, not breathing normally
1. Call 999 IMMEDIATELY
 2. Begin CPR if trained
 3. Send someone to get the defibrillator
 4. Follow AED instructions
 5. Continue until help arrives

❑ **When in doubt about the severity of any injury, always seek professional medical help. It's better to be cautious than to risk a player's health.**

Pre-Training & Pre-Match Checklist

1

Before Every Session – Mandatory Checks

- Identify and announce qualified first aiders present
- Confirm first aid kit is pitch-side and fully stocked
- Check defibrillator is accessible and functioning (monthly check)
- Ensure mobile phones are charged and have signal
- Verify emergency contact details for all players are up to date
- Confirm all coaches know the emergency procedures
- Check pitch for hazards (glass, holes, dangerous objects)
- Ensure emergency exits and access routes are clear

2

Player Information Requirements

- All players must have completed medical information forms on file
- Forms should include: known medical conditions, allergies, medications, emergency contact numbers
- Coaches should be aware of any players with specific medical needs (asthma, diabetes, epilepsy, etc.)
- Keep medical forms accessible during all sessions

3

Communication Protocol

Designate a "communications officer" for each session who will:

- Call 999 if needed
- Contact parents/guardians
- Notify the Welfare Officer
- Coordinate with other coaches

Ensure all coaches have each other's mobile numbers

4

Weather & Environmental Considerations

- Check weather conditions and adjust activities if necessary
- In extreme heat: ensure water is available, plan regular breaks
- In cold/wet conditions: check for hypothermia risk
- Lightning protocol: cease play immediately, move to shelter

☐ This checklist should be reviewed by the lead coach before EVERY training session and match. Player safety depends on preparation.

Ambulance Access & Venue Information

Venue Address for Emergency Services

MELBOURNE PARK

SALERNO WAY, CHELMSFORD, CM1 2EH

Pitch/Training Area Layout

- Number of pitches: full-size 3g pitches
- Which pitch is being used: Enter Gates and turn left.
- Distance from car park to pitch: Approximately 20 meters to Pitch 1
- Terrain notes: Flat 3g grass surface, accessible for emergency assistance

- ❏ **When calling 999, clearly state: the venue address, which pitch is being used, the nature of the emergency, and that someone will meet them at the main entrance.**



Financial Support Available

We are committed to ensuring that every child who wants to play football with FC Highend has the opportunity to do so. If the session fees present any financial difficulty for your family, please don't hesitate to have a confidential conversation with any of our club officers. We're here to work with you to find a solution.

Charlie - UEFA Coach & Chairman

Phone: 07715 315484

Email:
charliefrankpriest@live.co.uk

Daryl - Welfare Officer

Phone: 07934 438630

Email:
lorenzini35@gmail.com

Terry - Coach & Secretary

Phone: 07958 037628


Email:
terryleewhite23@gmail.com

Complete Confidentiality

All discussions are treated with complete confidentiality and respect. We understand that every family's situation is different, and we're here to support you without judgment.

General Enquiries

For general club enquiries, you can also contact us at: contact@fchighend.co.uk

 **Football is for everyone, and we mean that.** No child should miss out on the opportunity to play because of financial circumstances.



Where Passion Meets Progress - Every Player, Every Session, Every Goal Matters

See you on the field.