

Hospitalisation Procedures

In the event of a student at LJMU being injured during a sporting event or training session, and visiting or being admitted to hospital, it is important that appropriate departments and personnel of the University and/or Students' Union are informed to ensure that certain actions are taken.

Responsible Person

All sports and activities should have at least one responsible person who takes charge in the event of an accident or incident. This could be a team captain, member of a club/team committee, qualified first aider or club/team coach etc. this person must ensure that the following steps are followed:

- Ensure that the injured person receives adequate first-aid treatment from a qualified person. Then, together with other responsible persons make a judgement on what further treatment, if any, the injured person requires.
- For minor accidents that may still require a hospital visit, suitable transport arrangements need to be made by those in charge i.e., taxi, personal vehicles, or public transport etc.
- For more serious accidents and injuries that require emergency hospital treatment an ambulance should be called to the location. A responsible person should, whenever possible and practicable, accompany any injured person to hospital and make sure their personal belongings are taken care of. A decision then needs to be made on if that person should stay with the injured person for the duration of their treatment or to leave if the injured person will have to stay for some time or overnight.
- The relevant people at the University and/or Students' Union should be informed of the accident as soon as possible (Please see contacts below).
- All nominated responsible persons should make themselves aware of whom the best person to contact is if an accident occurs, as this will significantly reduce time in the reporting procedure. An incident report form should be completed with as much detail as possible, including the injured persons personal detail, nature and type of injury, treatment received and from which hospital etc.
- It's the responsibility of the injured person to contact their next of kin. If serious, please contact the numbers below straightaway as will help with further guidance.

Follow Up Actions

Suitable travel arrangements need to be made so that the injured person can get home from hospital safely. These arrangements will be largely dependent on where the person is, how far they need to travel and the nature and type of their injuries.

Follow up reports and updates need to be done on a regular basis to ensure that the appropriate people are kept informed on the progress of the injured person and the circumstances of the accident as more information becomes available.

Contacts

Security: 0151-231-2222 (24-7) JMSU: 0151-231-4969 (In Office Hours)

