



Recommendations for event medical providers

Version: 1.2
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Created on: 6 February 2017
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Review Date: 6 February 2018

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Introduction

This paper is based upon the Guide to Safety at Sports Grounds (Green Guide) and the Purple Guide to Health, Safety and Welfare at Music and Other Events. It highlights the minimum criteria that organisers / promoters should use to select a competent organisation to provide medical services at events.

Competence is about ensuring that the contractors and the people they employ have the necessary training, experience, expertise and suitable qualifications and other qualities to perform the stipulated functions safely and to a high professional standard. Competence is also about ensuring that the right levels of specialist advice and resources are available.

Criteria

Event organisers should appoint an organisation that can demonstrate experience of managing a range of medical services at similar events.

The criteria stated below should be used to select a competent organisation to provide medical services.

As an event organiser it is your responsibility to consider the following:

The organisation is a viable / legal entity and,

Has demonstrable experience of planning and coordinating the provision of medical, ambulance and first-aid services and be experienced in working in partnership with statutory services.

Systems and structure

- Has a robust organisational management and support infrastructure
- Has an appropriate level of insurance cover
- Has robust and effective communication systems and equipment
- Has information (patient) / data recording systems which can be effectively deployed on site which comply with DPA/Caldicott requirements
- Has a robust governance arrangement in place for medicines
- Has appropriate backfill arrangements in place if a vehicle has to leave site

Resources: equipment and personnel

- Has ownership of, or has access to appropriately qualified personnel and up-to- date medical supplies and equipment
- Has an arrangement in place for the disposal of clinical and non-clinical waste
- Can provide evidence of the qualifications of medical practitioners and qualified nurses to be deployed at the event
- Can provide HCPC registration for Paramedics and confirmation that ambulance technicians are IHCD/SVQ 4 trained and have completed an approved Emergency Response driving course*
- Can provide appropriate checks on the personnel that it will deploy at the event (e.g. PVG)

*exemptions from the Road Traffic Act 1984 can only be claimed when providing a response to an emergency at the request of an NHS Ambulance Service

Can deliver the medical services required using qualified medical practitioners who:

- Are registered with the General Medical Council (GMC) in the UK and
- Staff are in line with GMC guidance
- Have recent (at least within the last two years) experience in dealing with emergencies in the pre-hospital or accident and emergency situation and are MIMMS or pre-hospital emergency care or equivalent trained.
- Are familiar with the operation of NHS Tayside, the Scottish Ambulance Service and competent first-aid organisations

Can deliver the nursing services required using nurses who:

- Are registered with the UK Central Council for Nursing, Midwifery and Health Visiting
- Have post-registration knowledge and recent (within the last two years) experience in dealing with emergencies in the pre-hospital or accident and emergency environment.

In addition, the event organiser is requested to demonstrate an understanding of the systems of working including urgent care services of the Emergency Department at Ninewells Hospital and comply with NHS Tayside's arrangements. Contact should be made with either Dr Andrew Reddick or Dr Ron Cook via Switchboard Ninewells (01382 660111) at least two weeks prior to the event.

Check List	Tick
Medical Personnel	
Have completed relevant risk assessment in line with the purple guide	
Medical practitioners have appropriate training and qualifications to perform their relevant task	
Appropriate registration/qualification certificates can be submitted if requested	
All personnel have undertaken Basic Disclosure via Disclosure Scotland	
Resources	
Appropriate arrangements are in place for the disposal of clinical waste	
Equipment and medical supplies are up to date	
Systems and Structure	
Has a robust organisational management and support infrastructure	
Has an appropriate level of insurance cover	
Has sound communication systems and equipment	
Has information (patient) / data recording systems which can be effectively deployed on site	
Have completed relevant risk assessment	

EVENT MEDICAL AMBULANCE AND FIRST AID PLAN SINGLE LOCATION EVENTS TEMPLATE

Event, Date and Location
Event name, date and venue.
Description of Event
Provide a summary of the event details and any intelligence of previous events
Event Manager
State the named person, agency and title with overall operational responsibility for the event. Include site location at event and contact number both mobile and landline.
Event Times
Opening and closing times of event.
Crowd Profile
Details of crowd profile i.e. family groups, young adults, elderly
Capacity
The licence capacity The anticipated attendance figures at any given time.
Resource Times
Medical, ambulance and first aid start and finish times, including any phased resource levels. Sufficient time should be allowed prior to public access to the site, to set up equipment/resource positions and at the end of the event for the treatment of remaining casualties at medical/first aid posts.
Build up and break down
Medical, ambulance and first aid cover during the build up and break down of the event.
Queuing
Consider the need for medical, ambulance and first aid provision before gates open or at the end of the event.
Campsites
Events with overnight campsites should have appropriate medical, ambulance and first aid cover.

Main Medical Centre
Depending on the size and nature of the event, a number of medical facilities should be planned for; however one should be designated as the main medical facility. The main medical facility should be an appropriate size and properly equipped.
Other Medical/First Aid Posts
A number of other medical/first aid posts should be considered. Again these should be an appropriate size and properly equipped.
Communications
Provide details of means of communication between all medical resources on site/FAP'S/Event organisers or control
Clinical Waste
Arrangements for the disposal of clinical waste and "sharps".
Medical Resources (Doctors and Nurses)
Provider, number and specific locations of personnel. Appropriate qualifications
Ambulance Service Resources
Provide details of command qualified staff Provider, number and specific locations of ambulance vehicles and personnel and skill mix. Details of paramedic HCPC registration numbers Confirmation ambulance technician IHCD qualified or equivalent Confirmation staff have completed an approved emergency response driving course* Backfill arrangements if vehicle has to leave site Ambulances should be located on hard standing or vehicle track way.
<small>*exemptions from the Road Traffic Act 1984 can only be claimed when providing a response to an emergency at the request of an NHS Ambulance Service</small>
First Aid Resources
Provider, number and specific locations of first aiders should be detailed and qualifications.
Hospitals
In the event of a Major Incident, hospitals are designated by the Scottish Ambulance Service. Closest hospitals in the proximity of the event should be detailed.
Emergency RVP (Rendezvous Point)
Details of an emergency service rendezvous point, in the event of a major incident at the event.

EVENT MEDICAL AMBULANCE AND FIRST AID PLAN AREA EVENTS TEMPLATE

Event, Date and Location
Event name, date and venue.
Description of Event
Provide a summary of the event details, including any pre or post event activities.
Event Manager
State the named person, agency and title with overall operational responsibility for the event. Include site location at event and contact number both mobile and landline.
Event Times
Opening and closing time of the event.
Participants
Detail the total number of participants, age range, female/male split and number of wheelchair entries.
No of Spectators
The expected number of spectators.
Route
Provide details of the route.
Pre Notified Medical Conditions
Is there a procedure for pre notified medical conditions, how is this information collated and who will receive the information at the event?
Sweeper Bus Arrangements
Detail sweeper bus arrangements for participants on route; include number of first aiders on board and method of communication.
Resource Times
Medical, ambulance and first aid start and finish times, including any phased resource levels. Sufficient time should be allowed prior to public access to the site, to set up equipment/resources positions and at the end of the event for the treatment of remaining casualties at medical/first aid posts.

Main Medical Centre
Depending on the size and nature of the event, a number of medical facilities should be planned for; however one should be designated as the main medical facility. The main medical facility should be an appropriate size and properly equipped.
Communications
Provide details of means of communication between all medical resources on site/FAPs/Event organisers or control.
Other Medical/First Aid/Refreshment Posts
A number of other medical/first aid posts should be considered. Again these should be an appropriate size and properly equipped. Medical/first aid and refreshment posts must also cover the route not just the start/finish area.
Clinical Waste
Arrangements for the disposal of clinical waste and “sharps”.
Medical Resources (Doctor and nurses)
Provider, number and specific locations of personnel. Appropriate qualifications
Ambulance Service Resources
Provider, number and specific locations of ambulance vehicles and personnel and skill mix. Confirmation of paramedic HCPC registration Confirmation ambulance technician IHCD qualified Confirmation staff are blue light trained Backfill arrangements if vehicle has to leave site Ambulances should be located on hard standing or vehicle track way. <small>*exemptions from the Road Traffic Act 1984 can only be claimed when providing a response to an emergency at the request of an NHS Ambulance Service</small>
First Aid Resources
Provider, number and specific locations of first aiders and qualifications should be detailed
Hospitals
In the event of a Major Incident, hospitals are designated by the Scottish Ambulance Service. Closest hospitals in the proximity of the event should be detailed.

EVENT MEDICAL AMBULANCE AND FIRST AID PLAN STADIUM EVENTS TEMPLATE

Event, Date and Location
Event name, date and stadium venue.
Description of Event
Provide a summary of the event details.
Event Commander
State the named person, agency and title with overall operational responsibility for the event. Include the location of the medical manager and provide contact numbers for both mobile and landline.
Event Times
Opening and closing times of event, including details of any support act.
Crowd Profile
Details of crowd profile i.e. predominate age range, female/male split any intelligence.
Licensed Capacity
State the licence capacity. Detail number seated, standing and disabled platforms.
Resource Times
Medical, ambulance and first aid start and finish times, including any phased resource levels and staff mix Back fill arrangements if vehicle has to leave site Sufficient time should be allowed prior to public access to the site, to set up equipment/resource positions and at the end of the event for the treatment of remaining casualties at medical/first aid posts
Build up and breakdown
Medical, ambulance and first aid cover during the build up and break down of the event.
Queuing
Consider the need for medical, ambulance and first aid provision before gates open or at the end of the event.

Main Medical Centre (Stadium Medical Centre)
<p>Depending on the size and nature of the event, a number of medical facilities should be planned for; however one should be designated as the main medical facility, this is often the existing stadium medical centre.</p> <p>The main medical facility should be an appropriate size and properly equipped.</p>
Other Stage and Arena Medical/First Aid Posts
<p>A number of other medical/first aid posts should be considered. Again these should be an appropriate size and properly equipped.</p> <p>The floor area between stage and arena posts must be surfaced to allow the free movement of trolley beds.</p>
Clinical Waste
<p>Arrangements for the disposal of clinical waste and “sharps”.</p>
Medical Resources (Doctors and Nurses)
<p>Provider, number and specific locations of personnel. Appropriate qualifications</p>
Ambulance Service Resources
<p>Provider, number and specific locations of ambulance vehicles and personnel and skill mix. Confirmation of paramedic HCPC registration Confirmation ambulance technician IHCD qualified Confirmation staff are blue light trained* Backfill arrangements if vehicle has to leave site Ambulances should be located on hard standing or vehicle track way</p> <p><small>*exemptions from the Road Traffic Act 1984 can only be claimed when providing a response to an emergency at the request of an NHS Ambulance Service</small></p>
First Aid Resources
<p>Provider, number and specific locations of first aiders should be detailed and qualifications.</p>
Hospitals
<p>In the event of a Major Incident, hospitals are designated by the Scottish Ambulance Service. Closest hospitals in the proximity of the event should be detailed.</p>
Emergency RVP (Rendezvous Point)
<p>Details of an emergency service rendezvous point, in the event of a major incident at the event.</p>

Vehicle Management
<p>How do vehicles enter the site, including medical and first aid vehicles? Are these vehicles subject to a vehicle curfew? Consideration should be given to ambulance access/egress. Reserved routes for the exclusive use of the emergency services. Other traffic management issues. At certain events medical evacuation by helicopter may be necessary, a suitable helicopter landing site should be identified.</p>
Staff Parking (Medical, Ambulance and First Aid)
<p>Parking areas for staff, including medical, ambulance and first aid personnel.</p>
Welfare/Catering Arrangements (Medical, Ambulance and First Aid)
<p>Detail staff welfare and catering arrangements.</p>
Communications – Multi Agency Control Centre (MACC)
<p>Location and attendees of the multi agency control centre should be detailed. The MACC is normally located in the normal stadium control room. Attendees are normally the event organiser and representatives from the local Council, Police, Fire and Medical providers. If radios are being utilised, state who will issue and receive these. This section can also be used to record relevant phone numbers.</p>
Treatment Documentation
<p>State the provision which has been made to ensure appointed medical providers have a record of all those who received treatment at the event.</p>
Maintaining Cover
<p>An appropriate level of cover must be maintained throughout the event. For example if a casualty is removed from site by ambulance, arrangements must be made to replace this vehicle. Enter the arrangements which are in place to ensure an appropriate level of cover is maintained throughout the event</p>