



AN INTRO TO

Event Medical Planning

An introductory guide to event medical
planning and how to get it right.

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About Singleton Event Services



Planning your event cover – get it right!

Whether your need for event cover is large or small, indoor or outdoor, private or public, Singleton Event Services Ltd will be able to provide the services and staff you need to help your event go smoothly and safely.

Our staff are highly trained and friendly, but most of all they take it upon themselves to understand the nature of your business which means we can provide you with a personal service second to none.

We can offer teams for your medical cover, stewarding, marshals, SIA security, set up and take down teams, car parking marshals, litter picking teams. In fact pretty much any type of support you may require.

Our staff receive regular training and CPD updates on the latest medical procedures. We have experience of a wide variety of events from providing First Responders for the 2012 Olympic procession in Lincoln city centre to event cover for small equestrian shows around the county.

Our aim is to provide one place for all your needs! This means that you can relax knowing that your event will go well.

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Who's who in events

Getting to grips with official bodies for your event.

When you start to plan your event, it is likely that you will have to deal with a number of different agencies. This can be confusing if this is your first event.

The size and nature of your event is the main thing that will dictate whether the agencies listed below need to be involved. When you submit your event application to the Council, they will advise which agencies will be involved.

The main agencies have been listed below and the following pages will give you an idea of how they fit into your event management plan.

Whilst it might seem that the individual agencies are there to put up barriers to your event; it must be remembered that their goal is to ensure your event runs safely and does not cause a drain on local resources.

SAG

Safety advisory groups are set up to make sure your event is safe. They consist of local ambulance service, Police, Fire, Local Council and other parties.

CQC

The Care Quality Commission regulate all medical cover when there is a need to transport casualties by road to a hospital. Currently they do not regulate smaller events, though this may change.

LESP

Lincolnshire Event Safety Partnership are a local group providing information to event organisers in the Lincolnshire area. It is likely that similar groups may exist for other regions.

Purple Guide

The Purple Guide is the event organizer's bible. It lays out expected guidance for everything you will need for your event including a whole chapter on medical provision.

Green Guide

Similar to the Purple Guide, this document provides information if your event is being run in a stadium rather than an outdoor location.

Other guides

Depending on the type of event, there may be a specific guide. Examples include UKA for road races, BHAGI for horse racing and British Triathlon guide for triathlons.

The Purple Guide

Guide to the different medical titles

Paramedic

A Paramedic is a registered health care professional. Their registration can be checked on the HCPC register.

Nurse

A nurse is a registered health care professional. Their registration can be checked on the Nursing and midwifery Council register.

Ambulance technician

An ambulance Technician is a non-registered health care professional, typically with a level 5 qualification.

First Responder

A person who has undertaken a recognised course such as FREC 3, FREC 4 or equivalent.

Medical Manager

A designated person who oversees the medical team. This person should not be involved in the giving of treatment.

1st Aider

The training provided to a 1st aider in the First Aid at Work course is not deemed suitable to provide event cover.

1st aiders should not be used for event cover.

The Purple guide dictates the level of training of medical staff at an event.

In recent years, the Purple guide has changed considerably and has become stricter on the level of training required to cover an event.

It is generally recognised that a level 3 First Responder is now the minimum level of training required.

Whilst the traditional first aider may well have good training, they are unable to provide or use such medical equipment as Oxygen and airways, whereas a level 3 First Responder is able to provide this advanced treatment.

Medical equipment provision



Ambulance

Our ambulances are fitted with Lifepak monitors, electronic suction, onboard Oxygen supply, stretchers and full event medical 1st aid provision.

4x4

We have a dedicated 4x4 ambulance vehicle with stretcher carrying capability.

It is also equipped with a Lifepak medical monitor.

Response vehicle

We have several response vehicles, some with off road capability. These vehicles do not have the ability to carry a stretcher.

Medical gases

Our medics are licensed to provide both medical Oxygen and Nitronox pain relief gas.

All events are supplied with Oxygen. Nitronox is supplied for events with a higher risk.

Equipment bag

Our kit bags are designed to deal with most incidents that happen at events.

They are designed to deal with bleeds, burns and minor medical problems.

AED

All our events are covered with an automated external defibrillator (AED) as standard.

The ambulances are provided with a Lifepak medical monitor.

It is important that the medical provision has the capability to cope with the nature of the casualties at your event.

Our equipment has been put together following years of experience in the event industry to cover most eventualities.

An event medical plan is formulated for most events that we cover and part of this is to tailor the type of equipment to the event you are running.

Medical planning



Management plan

As an event organizer, one of your duties is to provide a management plan covering all aspects of your event. We need a copy of this to produce our medical plan.

Medical plan

We can produce a detailed medical plan for you that outlines everything you need to know about our medical provision. We do not charge for this service.

Risk assessment

We have a detailed risk assessment covering all potential hazards at your event.

We use this document to input into our medical plan.

Event paperwork

We have comprehensive document systems to allow for tracking should the need arise.

Many of our forms are digitized and can be accessed through our bespoke app.

Patient report forms

We have specially designed patient report forms that capture all the important information gathered whilst treating a casualty.

These forms are patient records; but can be accessed should they be required.

GDPR

We operate under GDPR.

Access to medical records can be provided upon completion of a specific request form.

We produce an anonymous Casualties treated form which can be provided to organisers.

Safety advisory groups are tasked to gather all event plans including the medical plan. Our medical plans are thorough and comprehensive but at the same time they are not burdened with pages of useless information and flowery words.

Our medical plans are easy to read and contain only the relevant and necessary information required for the safe operation of your event.

The Purple guide

Getting to grips with the matrix

The Purple guide was developed to help event organisers plan their event. Safety Advisory groups regularly refer to the Purple guide when making decisions.

There are 5 tiers in total. This guide concentrates on the first 4 tiers. Tier 5 would likely have a designated professional organizing medical provision.

The medical section of the Purple guide categorises events according to a number of different factors that would influence the amount of medical provision.

The 4 tiers are listed below with the criteria that would place your event in one of the tiers. The tiers are not prescriptive; however, Safety Advisory Groups may treat them as such.

TIER 1

- <500 attendees
- No or minimal alcohol consumption
- No or minimal drug usage
- No activities with risk of injury
- Hospital referrals unlikely
- Duration of a few hours or less

TIER 2

- 500-2000 attendees
- Social alcohol consumption
- Isolated drug usage
- Low risk of injury
- Hospital referrals unlikely
- Duration up to 1 day

TIER 3

- 2000-5000 attendees
- Alcohol intoxication unlikely
- Drug intoxication unlikely
- Moderate risk of injury
- Hospital referrals likely
- Duration several days

TIER 4

- 5000-10000 attendees
- Alcohol intoxication likely
- Drug intoxication likely
- Moderate risk of injury
- Hospital referrals likely
- Duration several days

The Purple guide

Getting to grips with the matrix

It must be remembered that the tiers are not just based on the number of attendees although this is normally a good starting point. Ultimately it is the responsibility of both the event organiser and the medical provider to ensure there is sufficient medical cover for each event considering all the risk factors.

Tier	Recommended	May consider
Tier 1 <500	1-2 first responders Access to a defibrillator	On site defibrillator
Tier 2 500-2000	Clinical lead – normally a Paramedic 2-4 first responders On site defibrillator	Paramedic Crewed ambulance
Tier 3 2000-5000	Clinical lead – HCPC Paramedic 2 Paramedics 2 Nurses 4 First responders On site defibrillator	Doctor Crewed ambulance
Tier 4 5000-10000	Clinical lead – HCPC Paramedic Doctor 2 Paramedics 2 Nurses 6 First responders Crewed ambulance(s) On site defibrillator(s)	

Information

Information we need from you.

In order to provide the correct level of medical cover, we need to ask many questions. These questions allow us to advise you on cover that should satisfy the Safety Advisory Group.

Number of people expected:

Medical plan required:

Location including what3words:

Contact on day & mobile:

Mobile phone signal strength:

Where is the ambulance collection point:

Is a major incident plan in operation:

Is the event governed by a lead body:

Specific risks from activities:

Local safeguarding contact:

Photo consent in place:

Type of Accommodation:

Power available:

Water available:

Hand washing available:

Is there any other 1st aid on site:

Previous accident history: