

Event Medical Assurance Process



Notes on Completion of This Document

The sections in this document are based on provided information which members of the Safety Advisory Group will use to assess the adequacy of medical cover. Each question is related directly to the relevant section of The Purple Guide 2014 and the National Ambulance Service Guidance for Preparing an Emergency Plan 2013. Completion of this document will:

- Assist in planning and delivering a safe, effective and resilient medical service to the event
- Identify a named Event Medical Manager to oversee all aspects of service delivery
- Determine the medical cover for event and therefore provide sufficient appropriately skilled, experienced and equipped staff to provide the service
- Inform the NHS Ambulance Service of the medical provision for the event
- Inform the event promoter whether an NHS ambulance service standby of resources or presence is required at the event
- Determine whether there is likely to be an impact on the wider NHS services
- Assist with providing with an agreement of principles between the NHS Ambulance Service and the event promoter and Event Medical Provider via a Memorandum of Understanding (MOU)
- Contribute to any safety certificate or equivalent

On the grounds of public safety, South Western Ambulance NHS Foundation Trust may have to attend certain types of events that include, but not limited to:

- Where the event is in widespread public streets
- A political event/VVIP attendance
- Where there could be a level of violence or disorder
- Where the event is Purple Guide scored as an "Emergency medicine doctor event with specialist support"
- Where on site liaison, control facility and a management team are required as per the Purple Guide
- Where the event would potentially require a specialist NHS ambulance resource to a major incident or the event warrants a pre-determined major incident response to be prepositioned due to the large number of attendees
- Where the police have determined a specific threat or where there is the national threat level is critical
- Where attendance is warranted based on a lesson from the previous year's event

It should be noted that where South Western Ambulance Service NHS Foundation Trust commercial events team have been contracted to attend as the medical provider this is not in lieu of any statutory attendance as listed in the box above.

Extracts of the guides are shown in blue with paragraph numbers to assist you with answering the questions

In order that we can provide advice during the planning stage of your event, please complete and return the form to your local Emergency Preparedness Resilience and Response Officer at the earliest convenience / **at least 8 weeks prior to the event** using the relevant e-mail address below.

Gloucestershire
Bristol, North Somerset & South Gloucestershire
Somerset
Wiltshire
Dorset
Devon
Cornwall & the Isles of Scilly

EPRR.gloucestershire@SWAST.nhs.uk
EPRR.BNSSG@swast.nhs.uk
EPRR.somerset@swast.nhs.uk
EPRR.wiltshire@swast.nhs.uk
EPRR.dorset@swast.nhs.uk
EPRR.devon@swast.nhs.uk
EPRR.cornwall@swast.nhs.uk

OFFICIAL

SWAST Event Medical Assurance Process			
Author:	EPRR Department	Page:	Page 1 of 9
Issue Date:	June 2022	Version:	1.0
		Review Date:	January 2023

Event Medical Assurance Process



Please complete the following with assistance from your Medical Provider:

Section	Purpose
Event Proforma	In order to summarise your event and return to the NHS Ambulance Service
Event Profile Selection	In order to score the clinical and event characteristics and confirm the type of event service lead from required from your medical provider and to confirm the level of medical cover and keep for your records
Assurance Questionnaire	To assure yourself of your medical provider standards and keep for your records
Memorandum of Understanding	To agree arrangements between the NHS Ambulance Service and your event and return

OFFICIAL

SWAST Event Medical Assurance Process		Page:	Page 2 of 9
Author:	EPRR Department	Version:	1.0
Issue Date:	June 2022	Review Date:	January 2023

Event Medical Assurance Process



Section 1: Event Profroma

Please complete the form below with as much detail as possible. Once complete please return to the ambulance service within a minimum of eight weeks before the event by e-mailing it to the reverent address found on the next page.

Name of Event							
Date(s) of Event				Times of Event			
Location of Event <i>Please provide a postcode / what 3 words / grid references where possible</i>							
Capacity <i>(Licensed or Planned For)</i>				How many attendees will be on site at any one time?			
Is there overnight camping?				If so, how many people will be camping?			
Type of Event Service Lead as described within the Purple Guide <i>(tick as appropriate)</i>		First Responder Led					
		Paramedic or Nurse Led					
		Doctor Led					
		Emergency Medicine doctor-led cover with specialised support					
Name of Medical Provider							
Are They Registered with the Care Quality Commission (CQC)?		Yes		No		Registration Number	
Medical Provider Contact Number Before & During The Event							
Medical Provider Email Address							
Event Organiser Telephone & E-mail Address							
Medical Provision On Site <i>(If you do not have ambulance provision to convey patients to hospital as part of your provision, please indicate how you plan on transporting patients to hospital)</i>		Skills Grade / Resource				Quantity on Site	
		First Responders					
		Emergency Care Assistants					
		IHCD Technicians/Level 4 Diploma for Associate Ambulance Practitioners:					
		HCPC Registered Paramedics					
		NMC Registered Nurses					
		GMC Registered Doctors					
		Onsite Ambulances					
Ambulances able to Convey Offsite							
Previous Years Statistics		Number of Patients Seen		Patients Conveyed to Hospital by Medical Provider		Number of 999 Calls Made to NHS Ambulance Service	
What is the process for allowing NHS ambulances through road closures and/or onto event site in response to a 999 call?							
Will there be a medical plan for this event?		Yes		No		Please tick if you have you included this plan with this return.	

OFFICIAL

SWAST Event Medical Assurance Process		Page:	Page 3 of 9
Author:	EPRR Department	Version:	1.0
Issue Date:	June 2022	Review Date:	January 2023

Event Medical Assurance Process



Please list any very high/ high risks associated with the event

If there is anything else you need to tell us about your medical provision please list it below.

Gloucestershire
Bristol, North Somerset & South Gloucestershire
Somerset
Wiltshire
Dorset
Devon
Cornwall & the Isles of Scilly

EPRR.gloucestershire@SWAST.nhs.uk
EPRR.BNSSG@swast.nhs.uk
EPRR.somerset@swast.nhs.uk
EPRR.wiltshire@swast.nhs.uk
EPRR.dorset@swast.nhs.uk
EPRR.devon@swast.nhs.uk
EPRR.cornwall@swast.nhs.uk

OFFICIAL

SWAST Event Medical Assurance Process		Page:	Page 4 of 9
Author:	EPRR Department	Version:	1.0
Issue Date:	June 2022	Review Date:	January 2023

Event Medical Assurance Process



Section 2: Event Profile Selection

It has not been possible to define a single table that identifies the correct medical, first aid and ambulance provision for a range of events. Instead, the principles of resource assessment based on risk should be followed, as indicated throughout this chapter. The tables below offer some outline guidance.
The Purple Guide 2014

Please score the clinical and event characteristics for your records and proforma entry

		Very Low	Low	Medium	High	Very High
Clinical activity	Expected number of patient presentations	1	2	3	4	5
	Expected level of patient acuity	1	2	3	4	5
Event characteristics	Expected levels of drug & alcohol problems	1	2	3	4	5
	Expected levels of violence and disorder	1	2	3	4	5
Total:						

No individual score over 1	First Responder-led service
No individual score over 2	Paramedic or Nurse-led service
No individual score over 3	Doctor-led service
Any individual score of 4 or 5	Emergency Medicine doctor-led service

OFFICIAL

SWAST Event Medical Assurance Process		Page:	Page 5 of 9
Author:	EPRR Department	Version:	1.0
Issue Date:	June 2022	Review Date:	January 2023

Event Medical Assurance Process



Select the type of event service lead to confirm the level of medical cover for your records:

Event Type/Led By	Predicted Attendance/Minimum Medical Cover	Your Selected Event Profile/Considerations
First Responder-led service	Up to 2000 attendees - tick here →	
No significant problems expected	<ul style="list-style-type: none"> • Minimum: 2 first aiders • 2 first responders for up to 500 attenders • 4 first responders for up to 2000 attenders • 1 manager 	Consider: <ul style="list-style-type: none"> • Paramedics, ECPs or ENPs to increase casualty assessment and stabilisation capability where circumstances dictate • Site ambulance and crew if event held across a large area
Paramedic or Nurse-led service	Between 2000 – 10,000 attendees – tick here →	
Low risk of significant problems	<ul style="list-style-type: none"> • 1-2 paramedics • 2-4 nurses • 2 first responders/4000 attenders • 1 manager 	Consider: <ul style="list-style-type: none"> • Doctor • Rapid Response Vehicle • Ambulance(s) and crew for on-site service and transfers to hospital
Doctor-led service	10,000 – 20,000 attendees== tick here == =>	
Moderate risk of high acuity presentations	<ul style="list-style-type: none"> • 1-2 doctors • 2-4 nurses or ENPs • 1-2 paramedics or ECPs • 2 first responders/ 5000 attenders • 1 site ambulance and crew • 1 Rapid Response Vehicle • 1 road ambulance and crew for off-site transfers only • 1 manager 	Consider: <ul style="list-style-type: none"> • On-site liaison and control facility • Second road ambulance if transfer times prolonged
Emergency Medicine doctor-led cover with specialised support	Large, often complex event, typically 20,000 to 100,000 attenders – maybe many more – Tick Here →	
Significant risk of high acuity presentations, substance misuse and disorderly behaviour	<ul style="list-style-type: none"> • 2 doctors/25,000 attenders • 4 nurses/25,000 attenders • 2 paramedics/25,000 attenders • 2-4 first responders/25,000 attenders • 1-2 site ambulances and crew/50,000 attenders • 1-2 road ambulances and crew/ 100,000 attenders for off-site transfers only • 1-2 Rapid Response Vehicles • On-site liaison and control facility • Management team 	Consider providing on site: <ul style="list-style-type: none"> • Emergency department • Advanced wound care • Pit crews • Mental Health Team • Pharmacy • X-Ray • Physiotherapy, podiatry, dentistry etc. • Further road ambulances if transfer times prolonged

OFFICIAL

SWAST Event Medical Assurance Process		Page:	Page 6 of 9
Author:	EPRR Department	Version:	1.0
Issue Date:	June 2022	Review Date:	January 2023

Event Medical Assurance Process



Section 3: Event Organiser Self Assurance Questionnaire Regarding Your Medical Provision

Q1 Are you satisfied that you have received an Event Medical Plan that includes items as listed in 5.16 of The Purple Guide?

Q2 If providing a First Responder (s) (or First Aider) has the medical provider confirmed they meet the requirements of 5.22 of The Purple Guide? *i.e. A person who has the following awards: First Response Emergency Care (FREC3) or First Person on Scene (FPOS) who are dedicated in that role.*

Q3 Have you ensured that the medical provider is supplying medical cover during the 'Build phase' of your event? *To meet requirements of The Health and Safety (First Aid) Regulations 1981.*

Q4 Have you made provision for a suitable medical facility (First-aid post, medical centre) that includes immediate access to an Automated External Defibrillator and meets the required features as listed in 5.25 of The Purple Guide? *Please note, an ambulance is not considered a suitable first aid post*

Q5 Have you made provision for a suitable medical facility signage across the event footprint and publication of the medical facility location to stewards and the public, via event day social media, via event day PA's and on event publications?

If your event does not require ambulances go to Question 8

Q6 If providing ambulances is the medical provider registered with the Care Quality Commission? You can check this by using the CQC website: <http://www.cqc.org.uk/> In relation to 5.10 of The Purple Guide, if a chosen medical provider is not registered with the CQC then ambulance conveyance is not possible, this could potentially impact on the statutory ambulance service performance and increase demand

OFFICIAL

SWAST Event Medical Assurance Process		Page:	Page 7 of 9
Author:	EPRR Department	Version:	1.0
Issue Date:	June 2022	Review Date:	January 2023

Event Medical Assurance Process



Q7 To be considered the dedicated ambulance resource on site it should be able to transport on blue lights. Please confirm that your vehicle and driver are compliant with Section 19 of the Road Safety Act 2006. The full details can be found: <http://www.legislation.gov.uk/ukpga/2006/49/section/19>

If your event does not require doctors, nurses, medical technicians or paramedics go to Question 12

Q8 If providing a doctor(s) has the medical provider supplied all the professional registration numbers www.gmc-uk.org and can you confirm they meet the requirements of 5.18 of The Purple Guide?

Q9 If providing a nurse(s)/emergency nurse practitioner has the medical provider supplied all the professional registration numbers www.nmc.org.uk and can you confirm they meet the requirements of 5.20 of The Purple Guide?

Q10 If providing a paramedic(s)/ specialist practitioner has the medical provider supplied all the professional registration numbers www.hcpc-uk.org and can you confirm they meet the requirements of 5.19 of The Purple Guide?

Q11 If providing an Emergency Medical Technician(s) has the medical provider confirmed they meet the requirements of 5.21 of The Purple Guide?

Q12 Has your medical provider defined the contingencies for unexpected increase of demand or staff shortages?

OFFICIAL

SWAST Event Medical Assurance Process		Page:	Page 8 of 9
Author:	EPRR Department	Version:	1.0
Issue Date:	June 2022	Review Date:	January 2023

Event Medical Assurance Process



Q13 Has your medical provider considered specialist medical teams for the retrieval of patients or specialist triage areas close to a site of high activity (e.g. stage pit)?

Q14 Does the medical plan and staffing allow for the dispersal of the crowd?
The decision when to stand down Medical provision should be taken in conjunction with the Event Safety Officer.

Q15 Does the medical plan explain how the medical teams will be controlled and dispatched (usually from a medical control adjacent to the event control point)

Q16 Does the medical plan explain how they will inform the NHS ambulance service of a major incident using a METHANE message?

Completed By			
Role		Date Completed	
SWASFT EPRR Use Only			
Date Received		Received By	

OFFICIAL

SWAST Event Medical Assurance Process		Page:	Page 9 of 9
Author:	EPRR Department	Version:	1.0
Issue Date:	June 2022	Review Date:	January 2023