

# Event Medical Plan

As part of your event management plan, organisers will need to determine the level of medical cover required. This can range from 1 or 2 first aiders to the attendance of doctors, paramedics and ambulances. This will depend on the size and nature of your event.

It's important that arranging your medical plan is done methodically. The following tables are designed to assist organisers in this process.

Although not exhaustive the tables list some key areas that organisers should consider. There may be additional local factors that also need to be covered which will be dependent on the size, nature and location of the event.

## 1. FACTORS TO CONSIDER

- The Hazards and Risks of the event to spectators (Vehicles, Animals etc)
- The Hazards and Risks of the event location (on water, external features)
- The size of the event footprint (will spectators be far away from any event control point)
- The size of the audience
- The audience profile (Elderly, Families, prevalence of alcohol or drugs)
- Is there a risk of disorder?
- The length of the event
- The time of the event
- Anticipated weather conditions
- Historical data of injuries for the event and/or location
- Travel time/distance from the local ambulance station
- Travel time/distance to the nearest A&E facility

Once the assessment has been completed organisers should then consider and determine the level of resources, equipment and personnel required. Depending on the size of your event this could include

## 2. MEDICAL RESOURCES

- The size, location and number of permanent or temporary mobile medical treatment facilities (including First Aid)
- The location and number of paramedic ambulances
- The location and number of doctors, paramedics and First Aid personnel
- Triage Locations
- Location and number of casualty holding and clearing stations

### Further information

[The Purple Guide to Health, Safety and Welfare at Music and Other Events](#)  
[Health and Safety Executive - Guidance on running events safely](#)



### Key Points

- All events should have appropriate medical / first aid provision.
- The Kent and Medway Local Health Resilience Partnership recommends that all events requiring a Safety Advisory Group complete a medical / first aid provision assessment.

1.	Name of Event	
2.	Date and Time of Event	
3.	Projected size based on Purple Guide <a href="https://www.thepurpleguide.co.uk/">https://www.thepurpleguide.co.uk/</a>	
4.	Has a Medical, Ambulance and First-Aid resource assessment been completed which complies with requirements of the Purple Guide?	
5.	Has a Medical Plan been completed which complies with the requirements of the Purple Guide?	
6.	Name of the organisation providing your event with Medical/First Aid *provision	
7.	Please document the name of the Medical Manager and their contact details on the day	
8.	Please list medical equipment on site (e g Defibrillator)	
9.	If the event has taken place previously please provide the event medical report as specified in the Purple Guide.	
10.	If the medical assessment identifies the need for an ambulance please provide the Care Quality Commission registration number as per the Purple Guide.	



11.	Please provide a map or plan of the site which complies with the Purple Guide.	
12.	Please provide details of the medical services communications plan as described in the Purple Guide.	
13.	If assessed as required please provide a copy of the Handover of Responsibility document as described in the Purple Guide.	
14.	Has the medical assessment taken into consideration the impact of severe weather events?	
15.	Has a landing site been identified for HEMS should a Helipad be required?	

\* Please note - a person holding a Health and Safety at Work, or a three day at Work Certificate does not qualify a person as competent to administer first aid to the public at events (as specified in the Purple Guide)

Person Completing Assessment (Print) .....

Position/Role .....

Signature .....

Date .....