

Guide to Safety at Sports Grounds

Annex E: Medical room checklist

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Introduction

This checklist provides supplementary guidance on items and equipment to be provided by the management of sports grounds for use by medical and/or first aid personnel at an event, as recommended in Chapter 18 of the *Guide to Safety at Sports Grounds*.

The checklist is not intended to be definitive, and allows for the fact that there are varying types, manufacturers and trade names for the items and pieces of equipment cited.

The decision as to what items and equipment to provide, and in what quantities, must be supported by professional medical advice and be based on the findings of the Medical Needs Assessment (see Sections 18.3 – 18.4 of the *Guide*), taking into consideration such factors as the capacity of the ground, its layout, the number and size of medical and/or first aid rooms, and the deployment of medical and/or first aid personnel.

Note that the provision, location and deployment of any additional medical and/or first aid equipment for use in a Major Incident will be subject to the findings of both the Medical Needs Assessment and liaison with the local NHS Ambulance Trust (see **Figure 33** of the *Guide* and **Note 3** relating to the provision of support vehicles by the ambulance authority).

Note also that the checklist includes reference to 'kits', ranging from basic first aider kits to response kits and AED kits. It is emphasised that the contents and colour coding of such kits can vary, but that in all cases the details of these kits, their contents and their colour coding, together with an inventory of all other items and equipment, *must be recorded in the management's written Medical Plan* (see Section 18.6 of the *Guide*).

Both the *Guide to Safety at Sports Grounds* and this checklist are compiled and published by the Sports Grounds Safety Authority, Fleetbank House, 2-6 Salisbury Square, London EC4Y 8JX

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E.1 Medical Room - administration and documentation

It is recommended that the following items are provided in the Medical Room:

- a.** a large map of ground
- b.** details of all operational + emergency plans
- c.** radios
- d.** pens
- e.** clipboards
- f.** whiteboard(s)
- g.** patient report forms
- h.** RIDDOR forms
- i.** a list of local receiving hospitals, with receiving criteria
- j.** major incident hi visibility tabards

E.2 Medical Room – furnishings and fixings

It is recommended that the following furnishing and fixings are provided in the Medical Room:

- a.** dependent on ground capacity/size, one or two height adjustable treatment couches
- a.** couch roll(s) for the above
- b.** disposable bedding
- c.** blankets
- d.** disposable curtains to screen treatment areas
- e.** examination lamps
- f.** wipeable storage areas
- g.** waste bins and bags for clinical + non-clinical waste
- h.** a hand wash basin
- i.** soap
- j.** access to drinking water + disposable cups
- k.** paper towels from a dispenser
- l.** a toilet
- m.** a land line telephone/internal key point phone

See also Sections 18.8.a and 18.8.b of the Guide.

E.3 Assessment kit

- a. a tympanic thermometer
- b. a blood pressure monitoring kit, including small/ medium/large cuffs
- c. stethoscope
- d. a pulse oximeter
- e. pen torch
- f. a blood glucose monitoring device

E.4 Treatment equipment

- a. AED (automated external defibrillator)
- b. oxygen and airways
- c. a pocket mask/bag valve mask
- d. Entonox
- e. assorted low allergy plasters
- f. sterile cleansing wipes
- g. a variety of dressings + bandages (such as sterile gauze swabs, low adherent absorbent dressings, eye pads and burns dressings)
- h. ice packs
- i. scissors/clothing shears
- j. eyewash phials
- k. single use vomit bowls/sacks
- l. tape
- m. single use triangular bandages
- n. examination gloves

E.5 First aid medicines

- a. Paracetamol (tablets)
- b. Paracetamol sachets (liquid)
- c. Ibuprofen
- d. Aspirin
- e. Loratadine
- f. oral rehydration salts
- g. Glucogel

E.6 Health care professionals fulfilling a contracted medical role

- a. ALS medication, to include cardiac arrest medicine supply + Schedule 19 medicines
- b. selection of cannulation equipment
- c. extended airway management equipment (LMA)
- d. syringes + needles
- e. end-tidal CO₂ measurement device
- f. reflex hammer
- g. 12 lead ECG
- h. acquisition device for 12 lead ECG – device to capture, display and print data

E.7 Infection Control

- a. hand gel
- b. disposable gloves
- c. hard surface wipes
- d. sporicidal wipes
- e. spill kit
- f. sharps bin

E.8 First aider response kits

- a. map of ground
- b. briefing document
- c. patient report form
- d. pen
- e. a variety of dressings, bandages + plasters
- f. tape
- g. cleansing wipes
- h. eyewash
- i. scissors/clothing shears
- j. single use triangular bandages
- k. foil blanket
- l. disposable gloves

E.9 Response team kits or at key locations around the sports ground

- a. AED's
- b. oxygen kits deployed at key locations or with response teams
- c. blood pressure monitoring kit including small/ medium/large cuffs
- d. stethoscope
- e. pulse oximeter
- f. pen torch
- g. scissors/clothing shears
- h. foil blanket
- i. single use pocket mask
- j. disposable gloves

E.10 Moving and handling/extraction equipment

The following might be deployed at key points around the sports ground:

- a. folding stretchers and/or carry sheets (more than one)
- b. carry chair/evacuation chair
- c. wheelchair
- d. orthopaedic stretcher with collar + straps
- e. basket stretcher