# Medical Response Procedure
## Equestrian Events

# 1.  Introduction

## 1.1  Purpose

The purpose of the procedure is to outline the process in which Medical Edge Australia respond to first aid and medical incidents at any Equestrian event in which Medical Edge has been contracted to cover.

## 1.2  Scope

This procedure is relevant to all Medical Edge Australia employees inclusive of any volunteers or secondary response agencies at the event.

## 1.3  Enquiries and Faults

Adherence to this procedure will generally ensure compliance with the requirements of the parent policy of Medical Edge Australia and relevant legislation. Employees requiring assistance with interpretation of this procedure, or who wish to report an incident, should contact the Managing Director.

## 1.4  Roles and Responsibilities

### Director/Manager

The Directors and managers shall ensure that:

- this procedure is maintained and adhered to throughout the organisation.

- this procedure is reviewed to reflect changes in best practices.

**Employees**

All employees shall:

- ensure every aspect of this procedure is adhered to.

- all reporting requirements of this procedure is completed

# 2. Procedure

## 2.1 Foreword

In order to ensure a continuous high quality of service for our clients, Medical Edge Australia has documented the procedure for responding to first aid and medical staff at a contracted equestrian event. This procedure also documents the roles and responsibilities of any volunteer first aid, paramedic or medical practitioners on site.

## 2.2 Risk Assessment

Prior to the beginning of the event, Medical Edge in consultation with the event organiser/organising body, would have completed a detailed and thorough risk assessment to determine staffing and resource requirements.

## 2.3 Role of Medical Edge Australia

Being the contract medical provider, it is Medical Edge's responsibility to be the primary response and attend all first aid and medical incidents that occur on site. This ensures all internal processes of reporting and insurances are adhered to, as well as a consistent approach to patient care and assessment.

## 2.4 Role of Volunteers and other agencies

While Medical Edge appreciates the willingness of volunteers to assist in the first aid and medical coverage of an event, Medical Edge still needs to adhere to internal procedures and response algorithms. The senior clinical onsite for Medical Edge will communicate and may elect to request assistance from any volunteers.

# 3. Procedure Implementation

This procedure is to be implemented through the policies and arrangements established under Medical Edge Australia, which have been designed to provide the highest level of safety for both employer, employee and clients.

## 3.1 Procedure Review

This document will be reviewed annually or as required to reflect changes in business practice or legislation.

## 3.2 Dissemination of Procedure

A copy of this policy will be made available to each employee upon commencement of work and additional copies made available upon request.

## 3.3 Authority and Responsibility

This procedure is issued under the authority of the managing director of Medical Edge Australia.

## 3.4 Procedure Version Control

| Date | Author/Department | Version Number | Change Summary |
|------|-------------------|----------------|----------------|
| 01/10/2016 | Corey Bock | 1.0 | Original |