

## **FIRST AID**

The level of first aid cover will depend upon the activity being organised following the Pony Club guidelines (Appendix A).

### **First Aid Training**

The Pony Club guidelines define two levels of First Aider. Trained and Qualified. A Trained First Aider is someone who has received some first aid training within the last three years while a Qualified First Aider has a current HSE approved First Aid at Work qualification. The BHS Equine Specific Course is not recognised by HSE as a First Aid at Work qualification.

The Red Cross and St John Ambulance both provide a range of first aid courses as do a number of other training organisations.

### **First Aid Kit**

There should be a first aid kit at all Pony Club activities. It is recommended that these meet the HSE code of practice requirements and come in three sizes for work groups of 10, 20 or 50. It is probably sensible for a branch to have two or more first aid kits of the middle size to ensure that one of them can easily be taken to all activities without too much difficulty.

### **Veterinary First Aid Kit**

Vets are only on site at major events. At activities where there is not a Vet present it is usual to contact the Veterinary practice that looks after the member's pony when treatment is necessary. However a simple first aid kit can be useful for the treatment of minor injuries such as cuts. The local Veterinary practice will prepare a suitable kit.

### **Employment of ambulances**

When employing first aid it is important to clearly define what is required. It is anticipated that the organiser will have no specialist medical knowledge. The organiser must do what is reasonably practicable to ensure that the first aid cover provided is correct, this is achieved by sending the First Aid Provider an appointment letter as in Appendix C together with "Ambulances and Ambulance Personnel", Appendix D, well in advance of the event. A modified version of the same letter may be used to obtain a quotation for the cost. On arrival on site the First Aid Provider should be given an information pack consisting of the Notes for the Event Medical Officer (Appendix (E) together with the items listed.

At the end of the day the First Aid Provider should return the information pack to the organiser together with all the relevant Incident/Accident forms and Concussion forms.

## **ACCIDENT REPORTING**

There is a need to keep a record of accidents. The type of record and the report made depends upon the nature of the incident and the injuries sustained. It should be noted that injuries to members and voluntary helpers are included in these requirements. In order to be able to keep a simple record of incidents during the course of an activity it may be useful to keep an incident report log.

An example for a one day event is shown below.

***** Branch of The Pony Club											
Event			Location			Map Ref			Date		
No	FENCE	UR	HF	HELD	CONTINUE/ RETIRE	MEDICAL	VET	FENCE REPAIR	HORSE AMBULANCE	STOP TIME	START TIME

and for a rally

***** Branch of The Pony Club									
Event		Location			Map Ref			Date	
NAME	LOCATION	UR	HF	CONTINUE RIDING	MEDICAL	VET	TIME		

These may be printed from [www.pcuk.org/adminpages](http://www.pcuk.org/adminpages)

The records and reports that must be made are as follows:-

### Minor Injuries

**Definition** First Aid treatment required but allowed to continue or at least go home without going to an A&E department.

**Report** DHSS Accident "Book" with record torn out and retained by Branch.

### Significant Injury

**Definition** First Aid treatment required, taken to hospital from the Competition/Activity or recommended to be taken to A&E or Doctor by parent/guardian

**Report** DHSS Accident "Book" with record torn out and retained by Branch. The Pony Club Accident Report Form to be completed and sent to the Insurance Company on the reverse of the form and not to the Stoneleigh Office.  
(Form may be printed from [www.pcuk.org/adminpages](http://www.pcuk.org/adminpages))

### Major Injury

**Definition** Any injury that necessitates the injured person being admitted to hospital for more than 24 hours.  
A broken bone other than a bone in the hand or foot.  
A penetrating injury to the eye.  
A volunteer needing to take more than 3 days off work as a result of the injury.

**Report** DHSS Accident "Book" with record torn out and retained by Branch. The Pony Club Accident Report Form to be completed and sent to the Insurance Company on the reverse of the form and not to the Stoneleigh Office.  
(Form may be printed from [www.pcuk.org/adminpages](http://www.pcuk.org/adminpages))

Form F2508 must be completed and sent to one of the following within 10 days of the incident:-

By post	HSE at Incident Contact Centre, Caerphilly Business Park, Caerphilly CF38 3GG
By phone	0845 300 9923 (8.30am to 5.00pm Monday to Friday)
By fax	0845 300 9924 (any time)
By e-mail	<a href="mailto:riddor@natbrit.com">riddor@natbrit.com</a>
By internet	<a href="http://www.riddor.gov.uk">www.riddor.gov.uk</a>

A copy of the F2508 must be sent to The Pony Club Stoneleigh Office

A record must be kept of the date and method of reporting

### **Fatality Report**

A fatality that occurs at the site of the accident or within a few days must be reported to the Police and the Local Authority Environmental Health Department by telephone as soon as practicable. A written report must also be made to the Incident Contact Centre, Caerphilly Business Park, Caerphilly CF38 3GG, as above, with a copy of the F2508 report to The Pony Club Stoneleigh Office, the local Environmental Health Officer may also request a copy.

The Organiser or the Official Steward must also inform their Area Representative, the Chief Executive, the Risk Management Director, the Chairman of The Pony Club, and Momentum who handle Public Relations for The Pony Club. Contact details are given in the Management Procedure for fatalities and serious injuries. (Appendix B)

### ***Property Damage***

**Definition** Any damage to a third party's property by a member's pony or any damage to a Third Party's property at a Pony Club activity.

**Report** The Pony Club Accident Report Form to be completed and sent to the Insurance Company on the reverse of the form and not to the Stoneleigh Office.  
(Form may be printed from [www.pcuk.org/adminpages](http://www.pcuk.org/adminpages))

# **APPENDIX A - FIRST AID COVER AT PONY CLUB EVENTS**

## **INTRODUCTION**

The following pages set out the **MINIMUM** medical cover required.

It is the responsibility of the Organiser to have the appropriate cover for the type of activity, taking into account the number of participants and spectators. The most important thing is that the Organiser carries out a written Risk Assessment.

When the participants are under instruction the risks may be lower than at a larger event – the words cross-country immediately imply that there will be higher risk but not necessarily, if it is a training situation with an instructor in charge.

As part of the Risk Assessment the Organiser will decide the appropriate level of cover required. At the very minimum every event must have an Appointed Person, a Trained First Aider and a mobile phone or other means of communication to the emergency services.

To aid the emergency services it is preferable to have the grid reference or postcode. (A note to this effect will be included on the Risk Assessment Form)

Retired and practising doctors, medical personnel and Veterinary Surgeons, if officially appointed by the Organiser are covered by our Public Liability Insurance. However, if they were already covered by any other insurance, that policy would pay first.

If the booked medical cover does not turn up on the day an evaluation must be made of what is available on site, and the risk element, so that an informed decision on whether or not to continue can be made. In all cases, if additional advice is needed please do contact your Area Representative or Headquarters of The Pony Club. Do not forget the '999' emergency number to back up First Aid cover wherever necessary and or feasible.

## **1. BRANCH ACTIVITIES**

### **Rallies and Team Practices**

Must be attended by an Appointed Person and a Trained First Aider with an appropriately stocked First Aid Box and a mobile phone/effective means of communication.

### **Camp**

An Appointed Person must be present 24 hours a day as well as a trained First Aider with mobile phone and an appropriately stocked First Aid Box.

Camp organisers and helpers must be given guidance on supervision levels and child protection, particularly at night.

## **2. ALL COMPETITIONS**

**The following requirements are common to all events: -**

1. There shall be An Appointed Person, a First Aid Point (e.g. Tent, Caravan, Horsebox etc.) and a Trained First Aider.

It is the responsibility of the Organiser to have the appropriate cover for the type of event, taking into account the number of participants and spectators. The most important thing is that Organiser carries out a written Risk Assessment.

As part of the Risk Assessment the Organiser will decide the appropriate level of cover required. At the very minimum every event must have an Appointed Person, a Trained First Aider and a mobile phone or other means of communication to the emergency services.

2. Prior to the Event

- a) The Organiser **MUST** inform the appropriate County Ambulance Service/Trust. The Organiser should provide details of the event, including dates, types of competition, ranges of ages of the competitors, details of medical/first aid cover, a precise location of the event, to include the postcode, Ordnance Survey grid reference point and an agreed access/rendezvous point (RVP) for the road ambulance.
- b) A letter of confirmation must be exchanged with any Medical supplier (Appendix C). The letter will agree the first aid requirement for the day. A copy of the document "Ambulance Personnel and Ambulances" (Appendix D) should be included with the letter of confirmation when an ambulance is required.
- c) The Organiser should prepare a 'Medical Officer's pack' in advance of the event to include:-
  - Notes for the Event Medical Officer (Appendix E)
  - Pony Club guidelines for First Aid cover
  - Incident/Accident forms
  - Concussion forms
  - Event programme with planned times
  - Map of the XC course where applicable

3. At the Event

- a) The procedure for contacting the emergency services must be agreed with the Appointed Person, First Aiders and Medical Provider
- b) Appropriate emergency telephone numbers should be listed and a copy attached to the Accident Book lodged at the Secretary's office
- c) Accident Reporting - The appropriate forms, as detailed in The Pony Club Health and Safety document, **MUST** be completed in the event of any accident
- d) Insurance - The Pony Club Third Party Legal Liability Insurance Policy is extended to give cover for all Pony Club Competitions and Championships. Details of this insurance are given in 'Administrative Notes' in the current issue of The Pony Club Year Book. In the event of any accident or damage occurring to a Third Party or the property of a Third Party (including the general public and competitors) no liability should be admitted and full details should be sent at once to Pony Club Headquarters. A copy of the Evidence of Insurance should be displayed.

e) Basic Standards of Medical Care

- Concussion - In the event of concussion, which may occur without loss of consciousness, riders are not allowed to ride again and an examination by a doctor is compulsory, immediately at the event, or following transfer to hospital.
- Continuing after a fall - A rider must not be allowed to remount after a fall if there is any element of doubt as to their fitness, irrespective of the wishes of parents, trainers etc. Further participation may be possible following medical examination.

### **3. GUIDELINES FOR INDIVIDUAL DISCIPLINES – (MINIMUM STANDARDS)**

*It should be noted that these are minimum levels of first aid cover, the appropriate level of cover must be decided as part of the organiser's risk assessment for the event. Table 1 sets out the suggested level of first aid cover that would be appropriate for a variety of Pony Club events.*

#### **3.1 Dressage**

An appointed person and a Trained First Aider as indicated in Table 1 must be present throughout the event. (In case of emergencies call 999)

#### **3.2 Dressage with Jumping**

A qualified First Aider should be present throughout the event.

#### **3.3 Show Jumping**

A Qualified First Aider should be present throughout the event.

#### **3.4 Eventing**

- a) Dressage – See 3.1 above
- b) Show Jumping – See 3.3 above
- c) Cross-Country – The minimum cover is detailed in Table 1. Where an ambulance is required it must be on the ground throughout the competition with its trained First Aid personnel. The Event Medical Officer must have access to a dedicated vehicle, ground conditions may necessitate the use of a 4WD. The vehicle must be capable of carrying a stretcher or longboard securely fastened and must be able to reach all parts of the competition.

It is recognised that these measures bring a financial burden on organisers, but, in light of the dangers in riding cross-country, these guidelines are an absolute minimum. Branches could consider joining forces to make competitions financially viable or adding a surcharge to the entry fee to cover additional medical costs.

Fence Judges Briefing - The Event Medical Officer on the day should have the opportunity to talk to the Fence Judges at the briefing. Failing that the Fence judges should be told that if they wish to discuss anything with the Event Medical Officer, they should do so before the first horse sets off.

#### **3.5 Hunter Trials**

As for Eventing - Cross-Country 3.4 c).

### **3.6 Tetrathlon**

- a) Swimming - A Lifesaver must be in attendance throughout all competition and training sessions, details of qualifications are given in the Tetrathlon Rule Book.
- b) Running - It is recommended that the Medical cover provided for the Cross Country phase be retained. Should this not be possible, a Trained First Aider presence should be in attendance.
- c) Cross Country - As defined for Eventing 3.4 c)
- d) Shooting – A Trained First Aider should be in attendance.

### **3.7 Mounted Games (Please see First Aid Matrix – Table 1)**

A Qualified First Aider should be present throughout the event.

### **3.8 Polo**

At least one Ambulance with a Paramedic or trained Advanced Emergency Medical Technician is to be present on the ground.

### **3.9 Polocrosse**

It is the responsibility of the Organiser to have the appropriate cover for the type of event, taking into account the number of participants and spectators. The most important thing is that the Organiser carries out a written Risk Assessment.

As part of the Risk Assessment the Organiser can then decide the appropriate level of cover. At the very minimum every event must have an Appointed Person, a Trained First Aider and a mobile phone or other means of communication to the emergency services.

## **4. DEFINITIONS**

### **1. Appointed Person**

Someone appointed to take sole charge of communications in the event of an accident. It may be appropriate for the Trained or Qualified First Aider to be the Appointed Person provided they are part of the Pony Club team organising the activity.

### **2. First Aid Point**

A tent, caravan or horsebox where first aid can be administered in privacy.

### **3. Trained First Aider**

A person who has received a certificate for attending a course run by HSE registered trainers. This qualification must be revalidated after not more than three years.

### **4. Qualified First Aider**

A person who holds a First Aid at Work qualification (HSE 4 day course). This qualification must be revalidated after not more than three years.

### **5. Ambulance Aid**

A person who is fully trained in patient handling, medical gases and ambulance equipment.

### **6. Emergency Medical Technician (EMT)**

A person whose training and skills include those of an Ambulance Aid with a higher knowledge of clinical skills in patient handling, patient monitoring and who is able to prime a 'giving set' for a Doctor or Paramedic.

### **7. Paramedic**

A person whose initial training has been accredited through the NHS i.e. holders of NHSTA or IHCD Paramedic qualification or military training. This qualification

must be revalidated after not more than three years. NB To check the validation of a Paramedic see website: [www.hpc-uk.org/register](http://www.hpc-uk.org/register)

**8. Doctor**

It is recommended that the appointed Doctor has been trained in pre-hospital emergency care. A list of Medical Cover providers is available from the BE but some Doctors from this list do charge a fee for their services. This qualification must be revalidated after not more than three years.

**9. Confidential *Medical Officer's Injury Report Form***

Whenever possible, it would be greatly appreciated if the completed form(s) could be sent to the Pony Club Risk Management Director at our Stoneleigh address (even if there is no accident to report).

**10. Ambulance**

A designated vehicle, appropriately marked and identifiable and conforming to current regulations for the transportation of the injured or seriously ill patients. It must contain necessary resuscitation, immobilisation and transportation equipment.

**11. Emergency Response Vehicle (ERV)**

A 4WD vehicle manned by a paramedic and containing all the equipment, for the use of the doctor or paramedic.

**12. Rescue Vehicle**

A 4WD vehicle specifically dedicated to the moving of an injured rider to the nearest ambulance. It must be able to carry an injured person lying secured on a stretcher or longboard.