



**COR017**  
**Medical Services Policy**

<b>Version</b>	<b>Date Approved</b>	<b>Approved By</b>	<b>Brief Description</b>
1.00	9 and 10 August 2014	Management Committee	Creation of document.
1.01	14 October 2014	Management Committee	Page 2; insert words 'Medical Service Provider'. Page 8; insert words 'Local Draft Committee to forward a copy to the ACA office.'
1.02	29 October 2014	Operations Manager	Formatting changes to suit proposed ACA branding specifications.
2.00	16 January 2021	Management Committee	Major revision of document following review from Dr Carlin White and Dr Sean Rothwell.



## **Purpose and Objectives**

The purpose of this policy is to ensure an appropriate level of medical services at Australian Campdraft Association (ACA) events.

## **Policy Scope/Coverage**

This policy will apply to all ACA events. It is the responsibility of the individual campdraft committee to engage a Medical Services Provider that satisfies the policy requirements.

## **Policy Statement**

### **Types of Medical Services Providers**

Medical Services Providers can be:

- The state provided ambulance service, or
- A Medical Services Provider that meets the minimum standard set by ACA.

### **Types Of Events**

It is compulsory that all events hosted by an ACA Affiliated Committee or ACA Endorsed Training Instructor have a person with a current First Aid Certificate in attendance for the entire event.

Attendance of a Medical Services Provider is recommended for the entire event, but compulsory only for the campdraft component of the event, at the following:

- ACA Affiliated Campdrafts.
- ACA Affiliated Youth Camps.
- ACA Affiliated Starter Clinics.
- ACA Affiliated Judges Seminars.

Where an ACA Affiliated Committee or ACA Endorsed Training Instructor elects to run a Club, Practise or Training Day, it is recommended that a Medical Services Provider is in attendance.

The campdraft component of any event is defined as working cattle.

### **Medical Services Provider Requirements**

Prior to the event, where the Medical Services Provider is not the state ambulance service, the Medical Services Provider must notify the state ambulance service and local hospital emergency department of their presence at the event. A representative from the campdraft committee can provide notification to these agencies on behalf of the Medical Services Provider.

The Medical Services Provider must supply, and carry a means of communication with them at all times. This can include, but is not limited to:

- A two way radio for communicating with members/secretary on site.
- A mobile phone for communicating with the state ambulance service and for Medic to contact their own Medical Director or Duty Officer; with a dedicated satellite phone being the preferred option for isolated areas.

The Medical Services Provider must be on site at all times whilst the competition is occurring, and be actively watching the campdrafting component.



If the Medical Services Provider is unavailable or occupied at any point during the event, the event must be stopped until such time as the Medical Services Provider becomes available or is in a position to indicate that the event can proceed.

The Medical Services Provider and vehicle must have unimpeded access to the arena at all times.

### **Accreditation Of The Medical Services Provider**

#### **Level One (1) Medical Services Provider - refer to Appendix Three (3) for minimum qualification requirements**

Level One (1) Medical Service Providers must be provided by an organisation (not an individual) that meets all of the following criteria:

- The Medical Services Provider must provide equipment and medication which meet the minimum standard identified in Appendix One (1).
- The Medical Services Provider must provide at least one (1) Medic who holds a Certificate II in Emergency Medical Service First Response or equivalent.
- The Medic must be licensed or have an approval granted by the relevant State Department of Health to administer any medication listed in Appendix One (A).
- The Medical Services Provider must be appropriately insured, and must hold both professional indemnity & public liability insurance.
- A completed and current form EXT014 ACA Medical Services Provider Confirmation Form must be submitted to the ACA Office.

#### **Level Two (2) Medical Services Provider - refer to Appendix Three (3) for minimum qualification requirements**

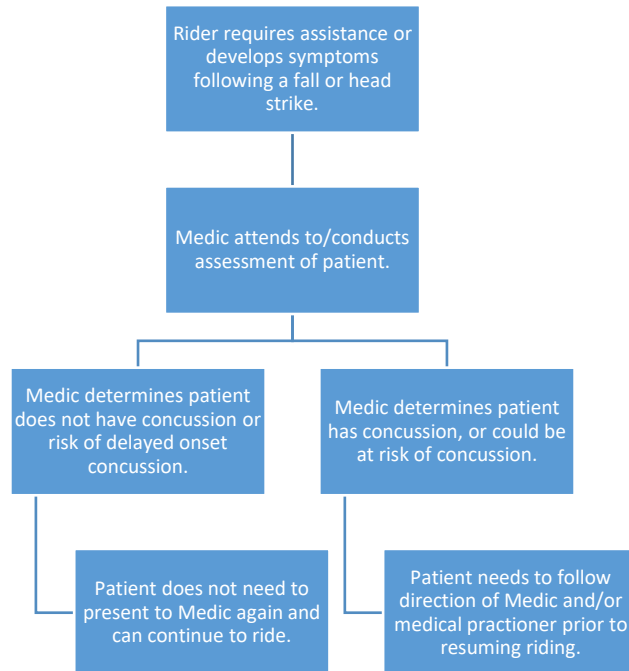
Level Two (2) Medical Services Providers must be provided by an organisation (not an individual) that meets all of the following criteria:

- The Medical Services Provider must provide equipment and medication which meet the minimum standard identified in Appendix Two (2).
- The Medical Services Provider must provide at least one (1) Medic who holds a Diploma of Paramedical Science Ambulance or equivalent, plus has advanced life support skills and capability.
- The Medic must be licensed or have an approval granted by the relevant State Department of Health to administer any medication listed in Appendix Two (2).
- The Medical Services Provider must be appropriately insured, and must hold both professional indemnity & public liability insurance.
- A completed and current form EXT014 ACA Medical Services Provider Confirmation Form must be submitted to the ACA Office.



### Concussion Policy

The following course of action must be taken any time a rider falls from a horse or suffers a strike to the head.





## **Appendix One (1)**

### **Level One (1) Medical Services Provider**

A first response kit in a portable bag or case for immediate emergency response, containing the following items:

#### **Equipment**

Appropriate equipment to provide immediate trauma first aid and basic life support, including oxygen, defibrillator and scoop stretcher.

#### **Medication**

- Methoxyflurane inhalers.
- Asthma medication including spacer.
- Adrenalin auto injector (at least two (2) x adult).
- Paracetamol (S2 pain medication).



## **Appendix Two (2)**

### **Level Two (2) Medical Services Provider**

All of the equipment and medication specified in Appendix One (1) above, plus:

#### **Equipment**

- Ambulance fully equipped to ambulance standards.
- ECG's and cardiac monitoring.
- Oxygen resuscitation.
- Advanced airway management including laryngeal masks and intubation equipment if an intensive care paramedic is available.
- Airway obstruction, laryngoscopes, magill forceps and suction.

**Medication** (to enable the Medic to provide the full range of advanced life support care).

- Advanced life support intravenous fluids and medications.



## Appendix Three (3)

### Qualifications

#### Level One (1) Medical Services Provider Medic

Qualification description: HLT21112 Certificate II in Emergency Medical Service First Response. This qualification covers workers who provide first response care in line with Australian Resuscitation Council Guidelines. This involves provision of first aid care. Occupational titles may include:

- Community Based First Responder.
- Volunteer First Aider.
- Emergency Medical Responder.
- EMS First Responder.
- Workplace First Responder.

Competency Qualifications: nine (9) units of competency are required, including six (6) core and three (3) elective units.

Essential Units Of Competency For Remote Events	Mandatory?
<b>Core Units</b>	
BSBWOR203B Work Effectively With Others.	Yes.
HLTFA311A Apply First Aid.	Yes.
HLTFA412A Apply Advanced First Aid (Note Pre Requisite: HLTFA301C).	Yes.
HLTHIR301C Communicate And Work Effectively In Health.	Yes.
HLTIN301C Comply With Infection Control Policies And Procedures.	Yes.
HLTWHS200A Participate In WHS Processes.	Yes.
<b>Relevant Elective Units</b>	
BSBMED301B Interpret And Apply Medical Terminology Appropriately.	Optional.
CHCAC318B Work Effectively With Older People.	Optional.
CHCCS400C Work Within A Relevant Legal And Ethical Framework	Optional.
CHCDIS301C Work Effectively With People With A Disability.	Optional.
HLTAMBFC301D Communicate With Clients And Colleagues To Support Health Care.	Yes.
HLTAMBT301B Transport Non-Emergency Clients Under Operational Conditions.	Yes.
HLTAP301B Recognise Healthy Body Systems In A Health Care Context.	Optional.
HLTFA302C Provide First Aid In Remote Situation.	Yes.



## Level Two (2) Medical Services Provider Medic

Advanced life support skills and capability of a Medic can be demonstrable by:

Medic Title	Detail Minimum Standard
Advanced Care Paramedic (ACP).	Diploma of Paramedical Science Ambulance, or equivalent. Competency in advanced care procedures and drug therapy. At least three (3) years' experience as a Paramedic in a pre-hospital care, emergency environment.
Intensive Care Paramedic (ICP).	Graduate Diploma in Intensive Care Paramedic Studies or equivalent. Competency in intensive care procedures. A minimum of five (5) years' experience as a Paramedic in the pre-hospital care/emergency environment with a minimum of two (2) years fulltime as a qualified Intensive Care Paramedic or equivalent.





## Appendix Four (4)

### Checklist For Medical Services Providers

#### Clinical Quality Standards And Statutory Compliance

Medical Services Provider Checklist	Yes/No
In remote areas where the state ambulance service is not nearby, consider the requirement of an ambulance type vehicle OR appropriate area to be provided to allow a space for secure, appropriate and private patient care until transport arrives to take over patient care.	
Risk assessment applicable to medical services provision.	
Emergency response plan.	
A mobile phone for communicating with the state ambulance service and for Medic to contact their own Medical Director or Duty Officer; with a dedicated satellite phone being the preferred option for isolated areas.	
Provide Medical Director or Duty Officer name and contact details to committee.	
An authority for the Medic to practice, from the designated Medical Director, in accordance with the applicable State Department Of Health authority administer medications.	
Full list of protocols, guidelines and medications, approved by the designated Medical Director, for use by the Medic.	
Event and patient records kept in accordance with applicable privacy legislation.	
Form 'EXT014 ACA Medical Services Provider Confirmation Form' completed.	



## Appendix Five (5)

### Recommended Guideline For Events

#### Decision Table

Event Duration	Ambulance Nearby*?	Hospital Nearby*?	Event Size	Minimum Requirement	Recommended Requirement
1 Day.	Yes.	Yes.	Small To Medium.	<ul style="list-style-type: none"> <li>State Ambulance Service, or Level One (1) Medical Services Provider Medic x 1.</li> <li>Equipment as specified.</li> <li>A first aid area or room for treatment on site.</li> </ul>	<ul style="list-style-type: none"> <li>State Ambulance Service, or Level One (1) Medical Services Provider Medic x 1.</li> <li>Medically trained support person x 1.</li> <li>Equipment as specified.</li> <li>A first aid area or room for treatment on site.</li> </ul>
2-3 Days.	Yes.	Yes.	Small To Medium.	<ul style="list-style-type: none"> <li>State Ambulance Service, or Level One (1) Medical Services Provider Medic x 1.</li> <li>Equipment as specified.</li> <li>A first aid area or room for treatment on site.</li> </ul>	<ul style="list-style-type: none"> <li>State Ambulance Service, or Level One (1) Medical Services Provider Medic x 1.</li> <li>Medically trained support person x 1.</li> <li>Equipment as specified.</li> <li>A first aid area or room for treatment on site.</li> </ul>
1-3 Days.	Yes.	Yes.	Large.	<ul style="list-style-type: none"> <li>State Ambulance Service, or Level One (1) Medical Services Provider Medic x 1.</li> <li>Equipment as specified.</li> <li>A first aid area or room for treatment on site.</li> </ul>	<ul style="list-style-type: none"> <li>State Ambulance Service, or Level One (1) Medical Services Provider Medic x 1.</li> <li>Medically trained support person x 1.</li> <li>Equipment as specified.</li> <li>A first aid area or room for treatment on site.</li> </ul>
1 Day.	No.	No.	Small To Medium.	<ul style="list-style-type: none"> <li>State Ambulance Service, or Level One (1) Medical Services Provider Medic x 1.</li> <li>Equipment as specified.</li> <li>A first aid area or room for treatment on site.</li> </ul>	<ul style="list-style-type: none"> <li>State Ambulance Service, or Level Two (2) Medical Services Provider Medic x 1.</li> <li>Medically trained support person x 1.</li> <li>Equipment as specified.</li> <li>A first aid area or room for treatment on site.</li> </ul>



2-3 Days.	No.	No.	Small To Medium.	<ul style="list-style-type: none"> <li>· State Ambulance Service, or Level One (1) Medical Services Provider Medic x 1.</li> <li>· Equipment as specified.</li> <li>· A first aid area or room for treatment on site.</li> </ul>	<ul style="list-style-type: none"> <li>· State Ambulance Service, or Level Two (2) Medical Services Provider Medic x 1.</li> <li>· Medically trained support person x 1.</li> <li>· Equipment as specified.</li> <li>· A first aid area or room for treatment on site.</li> </ul>
1-3 Days.	No.	No.	Large.	<ul style="list-style-type: none"> <li>· State Ambulance Service, or Level One (1) Medical Services Provider Medic x 1.</li> <li>· Equipment as specified.</li> <li>· A first aid area or room for treatment on site.</li> </ul>	<ul style="list-style-type: none"> <li>· State Ambulance Service, or Level Two (2) Medical Services Provider Medic x 1.</li> <li>· Medically trained support person x 1.</li> <li>· Equipment as specified.</li> <li>· A first aid area or room for treatment on site.</li> </ul>

\*Nearby is defined as one (1) hour away or less, one way, by road transport.