

Medical Emergency Procedures for Council Events and Venues

1. Purpose

The purpose of this document is to outline the procedures to be followed in the event of a medical emergency at Carnforth Town Council events and at Council venues. These procedures aim to ensure the safety and well-being of all attendees and staff.

2. Scope

This policy applies to all Carnforth Town Council events and venues, including public gatherings, meetings, and any other activities organised by the Council.

3. Roles and Responsibilities

Event Organisers: Responsible for ensuring that medical emergency procedures are in place and communicated to all staff and volunteers

Staff and Volunteers: Responsible for being aware of the procedures and assisting in the event of a medical emergency.

First Aid Providers: Responsible for providing immediate medical assistance and coordinating emergency services.

4. Emergency Contact Information

In case of a medical emergency, contact the following:

➤ **Emergency Services:** 999

➤ **Local Hospital:** Royal Lancaster Infirmary, Ashton Rd, Lancaster LA1 4RP:
Telephone: 01524 65944

➤ **Event Organiser:** Name and contact information will be made available ahead of the event

5. First Aid Provision

First aid kits must be available at all Carnforth Town Council events and venues. Designated first aid providers should be present and identifiable to attendees.

6. Incident Response Steps

- 1) Assess the situation and ensure the safety of yourself and others.
- 2) Provide immediate assistance using first aid kits and trained first aid providers.
- 3) Call emergency services (999) if the situation requires professional medical help.
- 4) Inform the event organiser and provide details of the incident.
- 5) Assist emergency services upon their arrival.

7. Communication Protocols

Clear communication is essential during a medical emergency. Use the following protocols:

- 1) Notify the event organizer immediately.
- 2) Use radios or mobile phones to communicate with staff and volunteers.
- 3) Provide clear and concise information to emergency services.

8. Post-Incident Reporting

After a medical emergency, a detailed report must be filed by the event organiser. . The report should include:

- 1) Date and time of the incident.
- 2) Description of the incident.
- 3) Actions taken.
- 4) Outcome of the incident.
- 5) Recommendations for future prevention.

NOTE: Incident Books are located at all Council venues

9. Review Process

This policy will be reviewed annually or after any major incident to ensure its effectiveness. Feedback from staff, volunteers, and attendees will be considered in the review process.

Adopted by Carnforth Town Council on: [Insert Date]

Next Review Date: [Insert Date]