

LETTER FOR FIRST AID PROVIDERS

This letter should be populated with the branch/centre and event details. The requirements included in this letter should also be tailored to the specific event and the agreed medical cover.

Dear [Name],

RE: First Aid Provision at [Name of Event/Activity] on [Date]

The [Name of Branch] Branch of The Pony Club is organising a [Type of Activity] at (Venue/Location of Activity, including Post Code) on [Full Date, including day]. The ambulance will be required from [start time], [Number of minutes before activity is due to start] minutes before the scheduled start of the competition until [expected finish time], the anticipated time the event will finish.

Please could you provide the following services/equipment:

OR

Please could you quote for providing the following:

Ambulance

A designated vehicle, appropriately marked and identifiable which conforms to current regulations for the movement of injured or seriously ill patients. You must ensure it contains the necessary resuscitation, immobilisation and transportation equipment.

Personnel

Two ambulance personnel, one of whom must be a trained and qualified Paramedic or higher, and the second member should be trained at least to the level of a Qualified First Aider. Training records must be kept for each person and be available to view by a representative of The Pony Club on the day, if requested.

Either: A doctor will be present to act as the designated medical officer for the event. The doctor will discuss the detailed medical arrangements with the ambulance personnel on arrival.

Or: The senior member of your team will be asked to act as the designated First Aid Provider for the event. The organiser will discuss the detailed medical arrangements with them on arrival.

The competitors at this event will include children; therefore, all medical personnel should have a current disclosure check (i.e. DBS, PVG or Access NI). These should be made available to the organiser, if requested.

Insurance

The ambulance and personnel must have appropriate insurance cover in place and the certificate must be provided to the organiser prior to the event.

Registration: Please provide the medical registration details the professionals scheduled to attend the events so that checks can be carried out to ensure they are registered with the appropriate council. (HCPC/GMC etc)

Yours sincerely, etc.

Note to event organiser – When confirming the booking, ensure that the event location and the time the ambulance is required are clear. Allow time for the ambulance personnel to check the location of all aspects of the event, including Cross Country course when included, before the first competitor is due to start. Also consider allowing additional time at the end of the event in case the timetable should run late.