

MEDICAL handbook TEMPLATE

**(Appendix – C)**

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*Note*

*This Medical Handbook template will assist the Host Member/ Chief Medical Officer (CMO) in providing teams with the necessary medical information required for the ICC Event.*

*Host/CMO will be required to input information into the highlighted sections of this handbook and follow instructions where provided.*

*Please send a copy of the Event Medical Handbook to the ICC Medical Manager (*[*vanessa.hobkirk@icc-cricket.com*](mailto:vanessa.hobkirk@icc-cricket.com)*) once complete.*

*The Event Medical Handbook should be circulated to participating teams no later than 2 weeks prior to the start of the scheduled event warm up-period.*

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| Purpose and Scope |

Medical Management Structure

This event medical handbook applies to players, team officials, umpires and match officials for the duration of the *(inset name of event),* including the warm-up period.

The purpose of this handbook is to provide easy access to medical services available during the *(insert name of event).* This handbook includes information on medical services available on match day, at training and at team hotels. It also includes contact information of event medical management and medical service providers available in each host city.

The information provided in this handbook is as per the medical standards required by the ICC.

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| Medical Management Structure |

The medical management structure for this event we be as follows:

* **Chief Medical Officer** **(CMO)** – will oversee medical services provided at the event
* **Host City Medical Coordinators (HCMC)** – a point of contact in each host city for medical matters *(if relevant)*

**Or**

* **Tournament Medical Manger (TMM)**
* **Independent Match Day Doctors (MDD)** – an independent doctor will be available at every match 90 minutes before the scheduled start of play and 30 minutes after the completion of the match
* **Paramedics** – a paramedics will be available at every match and training session 90 minutes before the scheduled start of play and until 30 minutes after the completion of the match.
* **Team Doctors and/or Team physiotherapists** – each team to have a dedicated physiotherapist and/or Team Doctor

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| Key Medical Staff |

* 1. **Chief Medical Officer (CMO)**

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| --- |
| Event chief medical officer (cmo) |
| Name: |
| Phone: |
| E-mail address: |

**Role of Event CMO**

The Event CMO is responsible for the co-ordination and governance of medical services provided by event medical staff to players, officials and team management during the event (both at the match and practise venue and at team hotels). He/she is also responsible for timely submission of the ICC Event Medical Plan to the ICC Medical Manager and the development and distribution of the Event Medical Handbook. The CMO will also ensure the processes outlined in the Medical Handbook are adhered to.

3.2 **Host City Medical Co-ordinator (HCMC) or Tournament Medical Manager (TMM)**

|  |  |  |
| --- | --- | --- |
| HOST CITY medical coordinatoR OR TOURNAMENT MEDICAL MANAGERFFICIALS | | |
|  | Name | Phone |
| *(City 1)* |  |  |
| *(City 2)* |  |  |
| *(City 3)* |  |  |
| *(City 4)* |  |  |

**Role of HCMC**

The HCMC will be the team’s point of contact for all medical related matters within a particular city. The HCMC can be contacted for any “non-critical” general medical information that is not available in this medical handbook. He/she will not be required to treat players.

**Role of TMM**

This TMM will assist the CMO in the planning, coordination and governance of medical services during the event. The Tournament Medical Manager will be responsible for working closely with the CMO in drafting the Medical Handbook and Medical Plan. The TMM will also ensure suitable medical facilities are available at every match and training venue.

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| Match Day Medical Protocols and Chain of Command |

* 1. **Protocols and Chain of Command on Match Day**

*Provide protocols and chain of command in case of medical situations or emergencies on Match Day.*

* *Match Day On-Field Incident - such as a head injury or acute trauma e.g. bone fracture.*
* *Medical emergency e.g. a cardiac arrest.*
* *Removal of a player from the field of play in case of a medical emergency.*
  1. **Match Day Medical meeting agenda**
* Provide key mobile phone numbers and radio access for medical staff who will be present on match day.
* Clearly indicate the location of medical room for players and match officials.
* Note position and entry points(s) of ambulance.
* Reiterate chain of command in emergency and non-emergency situations.
* Reiterate the availability of the following items in the ambulance:
  + Defibrillator(s)
  + Oxygen cylinder, regulator and oxygen mask, along with giving bag set
  + Medicab or stretcher and neck collar and
  + Medical bag with key drugs
* Allow representatives from each team to notify if they have any players with special medical risks/needs (e.g. diabetic).
* Review services and medical equipment that will be dedicated to teams & match officials only and available from 1.5 hours before the match and 30 minutes after the match has finished.
* Reiterate emergency protocols.

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| Medical Services in Host Cities |

This section provides a list of medical services and facilities available to cricket teams and match officials in each host city.

* General Medical Services
* Match Day Medical Services & Facilities
* Medical Services at Training
* Medical Services at Team Hotels

*A separate set of tables should be created for each host city.*

**(Insert name of Host City 1)**

**GENERAL MEDICAL SERVICES**

| *(Insert name of host city 1)* – GENERAL MEDICAL SERVICES | | | |
| --- | --- | --- | --- |
|  | **Name** | **Address** | **Phone** |
| Hospital(s) | *Name of hospital*  *Distance from team hotel (s) e.g. 2km & 5mins*  *Services available at the hospital – for e.g. Private emergency service for most injuries and illnesses requiring some investigation* | *Address of the hospital* | *Telephone number* |
| *Name of hospital*  *Distance from team hotel (s) e.g. 2km & 5mins*  *Services available at the hospital – for e.g. Private emergency service for most injuries and illnesses requiring some investigation* | *Address of the hospital* | *Telephone number* |
| Family Practitioner |  |  |  |
| Accident & Emergency |  |  |  |
| Orthopaedics |  |  |  |
| General Surgery |  |  |  |
| General physician |  |  |  |
| Cardiology |  |  |  |
| MSK Radiologist -for case discussion/advice (when necessary) |  |  |  |
| Neurologist (preferably with head injury/concussion experience) |  |  |  |
| Pathology (haematology, biochemistry, microbiology) |  |  |  |
| Pharmacy |  |  |  |
| Dentist |  |  |  |
| Gynaecologist (for women’s event) |  |  |  |
| Physiotherapy |  |  |  |
| Psychiatrist/Counsellor |  |  |  |
| Masseur/masseuse |  |  |  |
| Sports Doctor |  |  |  |
| Podiatrist |  |  |  |

**MATCH DAY MEDICAL SERVICES & FACILITIES**

*In case of multiple match venues in one city, a separate ‘Match Day Medical Services & Facilities’ table should be created for every match venue in the city.*

| *(Insert name of host city 1 – insert name of match venue 1)*match day medical services & facilitiesFFICIALS | | | |
| --- | --- | --- | --- |
| Medical room location at match venue (using a venue map). |  | | |
| Medical room equipped with: | *Refer to Appendix F of the Minimum Medical Standards for Major ICC events and list the equipment in this section.* | | |
| Availability of medical room equipment at the venue on match day | *One (1) hour before the match and thirty (30) minutes after the match has finished* | | |
| Location of ambulance and paramedics. | *Ensure ambulance has clear access from the field to the road* | | |
| Availability of ambulance on match day | *At least 1 hour before the start of the match and 30 minutes after the match has finished* | | |
| Ambulance equipped with | 1. *Stretcher - that can safely extricate the patient from the pitch or dressing room to the ambulance and then be fixed in the vehicle for safe transit.* 2. *Spinal Board* 3. *Portable oxygen* 4. *IV fluid access and fluid* 5. *Automatic External Defibrillator* 6. *Supply of essential (lifesaving) medications.* | | |
| Capability of paramedics | *trained paramedic/technician/nurse capable of coping with (i) Cardiac arrest, (ii) Anaphylaxis, (iii) Head/neck injury, (iv) Other serious injury or illness, (v) Bone fracture and (vi) other perceived risk* | | |
| Other medical staff that will be available on match day. |  | | |
| Proposed time & location for Match Day Medical Meeting | *Date & Match* | *Meeting time* | *Location* |
|  |  |  |
|  |  |  |
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**MEDICAL SERVICES AT TRAINING**

*In case of multiple training venues in one city, a separate ‘Medical Services at Training’ table should be created for every training venue in the city.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| *(INSERT NAME OF HOST CITY 1 – INSERT NAME OF TRAINING VENUE 1)*medical SERVICES AT TRAINING | | | | | | |
|  | **Name** | | | **Address** | | **Phone** | |
| Closest hospital with accident and emergency centre with emergency ambulance*\** | |  |  | |  | |
| Closest pharmacy | |  |  | |  | |
| Medical cover | | The medical cover is expected to include Team Doctors (if applicable) and Team Physiotherapists. | | | | |
| Medical equipment that will be available at all official practice sessions. Location of medical equipment (i.e. with first responder/paramedic or medical room) | |  | | | | |

*\*If an ambulance is more than 15 minutes away from a practice venue, consideration should be given to having an ambulance and driver stationed at the practice venue.*

**MEDICAL SERVICES AT TEAM HOTELS**

*In case of multiple team hotels in one city, a separate ‘Medical Services at Team Hotels’ table should be created for every team hotel in the city.*

Note – The following medical services will be available to players and Match Officials **at their own cost.**

| *(INSERT NAME OF HOST CITY 1 – INSERT NAME OF TEAM HOTEL 1)*MEDICAL SERVICES AT TEAM HOTELS | | |
| --- | --- | --- |
|  | Name & address | Phone |
| Ambulance for serious emergency situations |  |  |
| Preferred private hospital with accident and emergency centre |  |  |
| Preferred pharmacy (*open late*) |  |  |
| Hotel out-of-hours/on-call service doctor (not to be relied upon for speedy response). This is only where this service is available and if utilised it will be at the team’s cost. |  |  |
| Preferred dental facility |  |  |

**HOST CITY 2.**

**GENERAL MEDICAL SERVICES**

*(Insert ‘General Medical Services’ table for Host City 2)*

**MATCH DAY MEDICAL SERVICES & FACILITIES**

*(Insert ‘Match Day Medical Services & Facilities’ table(s) for Host City 2)*

**MEDICAL SERVICES AT TRAINING**

*(Insert ‘Medical Services at Training’ table(s) for Host City 2)*

**MEDICAL SERVICES AT TEAM HOTELS**

*(Insert ‘Medical Services at Team Hotels’ table(s) for Host City 2)*

**HOST CITY 3…..**

**GENERAL MEDICAL SERVICES**

*(Insert ‘General Medical Services’ table for Host City 3)*

**MATCH DAY MEDICAL SERVICES & FACILITIES**

*(Insert ‘Match Day Medical Services & Facilities’ table(s) for Host City 3)*

**MEDICAL SERVICES AT TRAINING**

*(Insert ‘Medical Services at Training’ table(s) for Host City 3)*

**MEDICAL SERVICES AT TEAM HOTELS**

*(Insert ‘Medical Services at Team Hotels’ table(s) for Host City 3)*