Plan · SPM-PLN-001 · Version 1.0 · Approved by the ASF Expert Committee

**Supports: 20.5**

### At a glance

- Each sports event has an emergency plan, written for that event and its venue.
- The plan covers cardiac arrest, heat illness and head injury.
- Equipment, including an AED, and trained staff are on site before the event starts (SPM-FRM-004).
- An event with no plan and no trained person present does not go ahead.
- Stop and get help straight away if: an event goes ahead with no emergency plan and no trained person present.

## 1. Purpose

To make sure each sports event has a plan, with equipment and trained staff on site (20.5).

## 2. Scope

| | |
|---|---|
| Applies to | Clinical and support staff in the hospital |
| Locations | All wards, clinics and departments of the facility |
| When | Whenever the activity described is carried out |
| Does not apply to | Activities covered by another document listed in section 15 |

## 3. Definitions

| Term | Meaning |
|---|---|
| Clinical lead | The doctor or nurse in charge of the area at the time |

## 4. Background

Sports events are where cardiac arrests and serious injuries happen, often far from a hospital. A plan made before the event, with equipment and people ready, is what saves the athlete in the first minutes.

## 5. Responsibilities

| Role | Responsibility | Competence |
|---|---|---|
| Lead sports physician | Writes the plan for each event | Clinician |
| Event medical lead | Checks equipment and staff on site before start | Clinician |

## 6. Materials and equipment

| Item | Requirement | Condition |
|---|---|---|
| Records and forms named in this document | Current version | Checked before use |

## 7. Safety

- Stop and call for help if a patient is at immediate risk. Do not delay urgent care to complete paperwork.

## 8. Before you start

- Confirm the forms and equipment named in this document are available and current.

## 9. Procedure

**Step 1. Write the plan.**

- Write the plan for the event and its venue, covering cardiac arrest, heat illness and head injury.

**Key point:** Plan written.

**Step 2. Check on site.**

- Check the equipment and the trained staff on site before the event (SPM-FRM-004).

**Key point:** Checked on site.

**Step 3. Keep the record.**

- File the plan and the check with the event record.

**Key point:** Filed.

## 10. Decision points

- No decision points in this procedure.

## 11. Special situations

| Situation | Action |
|---|---|
| Out of hours | Follow the same steps. Use the on-call contact on the wall of the area. |

## 12. Escalation

- Any serious problem goes to the duty clinical lead at once and to the clinical director the same day.

## 13. Monitoring

| Measure | Target | Frequency | Owner | If not met |
|---|---|---|---|---|
| Events with a written plan and equipment and staff checked before start | 100% | Each event | Lead sports physician | Escalate to medical director |

## 14. Records

| Record | Kept in | Retention |
|---|---|---|
| Record named in this document | Patient record or the area file | the period set by the facility’s records policy years |

## 15. Training

- Staff are trained in this document at induction and refreshed each year, with a recorded competency check.

## 16. Related documents

| ID | Title | Use |
|---|---|---|
| SPM-FRM-004 | Event equipment and staff check record | Record |

## 17. Evidence

| Reference | Note |
|---|---|
| E-009 | Based on the BJSM consensus on return to sport (2016) and the McCrory consensus statement on concussion in sport (2023). |
| E-006 | ASF Policy Framework v1.2. Adapted. |
| E-009 | ASF Expert Committee consensus. |

## 18. Change history

| Version | Date | What changed | Approval |
|---|---|---|---|
| 1.0 | the date of approval | First version | set Expert Committee approval |

## E-learning for this document

- Emergency Medical Equipment & AED Readiness (MED-02)

## References


- Accréditation Sans Frontières (2026). ASF Policy Framework v1.2. (E-006)
- Accréditation Sans Frontières (2026). ASF Expert Committee consensus on Standard 1. (E-009)

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