

MEDICAL PLAN

Event name	LEN Artistic Swimming Junior European Championship
Date	2 – 6 August 2023
Venue	Funchal, Madeira, Portugal
Organizing committee	Federação Portuguesa de Natação
Contact person	Bárbara Oliveira
Mobile phone	(351) 912972117
e-mail	Barbara.oliveira@fpnatacao.pt
LOC Chief Medical Officer	André Dias
Mobile phone	(351) 938 756 685
e-mail	andre.dias@cmf.pt

1. Overview

The 2023 LEN Artistic Swimming Junior European Championship, will take place over the course of 5 days in august 2023. During this period, 165 swimmers from 22 countries are expected to participate.

This document aims to outline the arrangements made by the local organizing committee in order to ensure high quality medical services to those involved in the event.

2. Risk assessment

The event will take place in an enclosed space, and therefore the major risks identified are those related with trauma (for the sport in question, more significantly in case of falls on the pool deck) and sudden illness. Previous medical conditions and adverse events occurring during travel and hotel stays must also be taken into account.

3. Incident levels

Incidents will be graded according to their severity and predicted resource allocation.

Level 1: Non-urgent situations, such as minor illness or trauma that does not require immediate medical attention.

Level 2: Urgent situations, such as illness or trauma warranting prompt medical attention while not requiring the activation of additional resources of the Portuguese Medical Emergency system.

Level 3: Medical emergency due to illness or trauma, requiring activation of additional resources of the Portuguese Medical Emergency system due to severity or number of victims.

4. Procedure in case of trauma or sudden illness

Incident level	Location	Action
Level 1 – Non-urgent	Competition venue	Contact the medical support team, if necessary
	Hotel / Transit / Etc.	Contact the medical support team, if necessary
Level 2 - Urgent	Competition venue	Contact any member of staff to activate the medical support team.
	Hotel / Transit / Etc.	Contact any member of staff to activate the medical support team. Consider activating the Medical Emergency System by calling 112. Try to remain calm and answer any questions as directly as possible.
Level 3 - Emergent	Competition venue	Attract the attention of any member of the staff to activate the medical support team. Immediately activate the Medical Emergency System by calling 112. Try to remain calm and answer any questions as directly as possible.
	Hotel / Transit / Etc.	Immediately activate the Medical Emergency System by calling 112. Try to remain calm and answer any questions as directly as possible. Contact the Chief Medical Officer as soon as possible.

5. Treatment facilities

The organizing committee will allocate a room to serve as Medical Treatment Area. This room will be easily accessible from the field of play and the route will be marked adequately. This room will be equipped according to “LEN Medical Requirements April 2023” and can be used by venue or team physicians as needed.

The organizing committee will also allocate areas adjacent to the competition and warm-up areas to serve as station for first responders. These areas will be shared with the water retrieval staff.

The Medical Treatment area will be available from 30 minutes before the training, warm-up or competition and until all athletes and team members have left the venue.

In addition, an emergency ambulance will be present for the duration of the training and competition sessions.

6. Healthcare personnel

The Chief Medical Officer will be on site for the duration of the event, leading a team of first responders that includes 2 ambulance crew / emergency technicians. Medical and emergency care will be provided throughout the event, including training sessions, warm-ups and competition. For training sessions, the first response team can be reduced according to the number of participants on site.

The Chief Medical Officer will also take responsibility for any general or family medicine needs.

7. Evacuation

If during the event it becomes necessary to evacuate any participant to the hospital, the Chief Medical Officer will immediately coordinate with the relevant authorities. The Portuguese medical emergency system consists of multiple levels of care and it is up to the physicians on duty at specialized dispatches to establish the procedure for each medical emergency incident reported. The ambulance on site will be prepared for immediate evacuation once approved by the dispatch.

8. Communication

On-site communication will be based on direct contact for the most part, given the dimension of the event and proximity of the medical staff. Whenever necessary, mobile phones will be used. The Chief Medical Officer's contact details will be shared with the participant teams in advance.

A radio system will also be in operation, with priority for medical emergency situations.

Advance notice of the event will be given to the nearest hospital and to the relevant Regional Medical Emergency institutions.

All medical issues or queries should be directed by the participant teams and their clinical staff to the Chief Medical Officer. Additionally, the Chief Medical Officer will ensure that at any given time at least one element of the on-site medical team is fluent in English to allow for effective communication with team members and officials as necessary.

Participating teams are encouraged to share any relevant pre-existing medical conditions with the Chief Medical Officer in advance so that appropriate arrangements can be made.

The Chief Medical Officer will be available to discuss any relevant issues with the LEN Medical Delegate on a daily basis or as necessary.



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9. Medical records

An incident report form will be filled out for every situation requiring medical attention. This information is strictly confidential and will remain in possession of the Chief Medical Officer according to the appropriate ethical and legal guidelines.

A final report will be prepared by the Chief Medical Officer and submitted to LEN following the event.

10. Relevant contacts

Organizing committee	Bárbara Oliveira – (351) 912972117
LOC Chief Medical Officer	André Dias – (351) 938756685
National Emergency Number	112
Nearest Hospital	Hospital Dr. Nélio Mendonça – (351) 291 705 600
Regional Medical Rescue System	291 700 110 srpc@madeira.gov.pt (non-urgent contact)

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Annex 1 – Incident report form

CONFIDENTIAL

Date:	Time:	Location:
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Level 1 (Non-urgent) <input type="checkbox"/>	Level 2 (Urgent) <input type="checkbox"/>	Level 3 (Emergent) <input type="checkbox"/>
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Team Member <input type="checkbox"/>	Official <input type="checkbox"/>	Other _____
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First responder <input type="checkbox"/>	Physician <input type="checkbox"/>	Emergency Services <input type="checkbox"/>
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Patient name:	Age:	Nationality:
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Summary:

Recovered <input type="checkbox"/>	Ongoing care <input type="checkbox"/>	Referral _____
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Healthcare professional:



Secretaria Regional
de Educação, Ciência e Tecnologia
Direção Regional do Desporto



Annex 2 – How to act in case of emergency

EMERGENCY

Please try to remain calm.

There are emergency technicians at the venue at all times.

Attract the attention of any member of the staff immediately.

Do not move the victim unless you are trained to do so.

Call the Portuguese National Emergency Number – **112**. It is important to listen carefully and answer all the questions as directly as possible.

Address: Complexo de Piscinas do Funchal

R. Padre Manuel Sancho de Freitas 3, Funchal, Portugal