

Rowany Festival Chirurgeonate Handbook

This document is not intended to be a substitute for medical advice or first aid training.

This document is a compilation of a number of less formal handovers and previous similar documents. Thanks in particular to Master Hrothgar Breaksword and Baroness Finn for their work in the original Festival handover, Brand de Louden for his work on the forms in particular, Clara Bone-Aventure for 2015 update, and everyone who has ever contributed to Rowany Festival's chirurgeonate.

Last updated April 2015, by Clara Bone-Aventure.

Chirurgian-in-Charge (aka Event Chirurgian)

So you want to be Festival Chirurgian-In-Charge? Fantastic! Remember these two essential points :

1. Don't panic.
2. You are not alone and can ask for help.

There's lots of things to co-ordinate, and this document is intended as a guide to highlight your resources as well as help you co-ordinate them for a smooth-running event where you can kick back and drink a cider with Malcolm.

As a rough overview, there are two main personnel resources you are responsible for co-ordinating – St John, who provide professional first aid, who man the first aid tent during the day and are back-up during the night; and the chirurgian volunteers, who provide the main coverage overnight and often help out St John as well.

The St John boys are Malcolm, David, Kelvin and Rhys. (Ask Blod for the song!) They have been coming for, in Malcolm's case, over 20 years, and quite possibly know the event better than you. They're also very, very good to us. Do your best to look after them and make sure they get breaks, get off duty at 5pm, and ideally get food from good cooks. (They have expressed fondness for Phoenix Rise and Abbotsford.) Malcolm is the main point of contact; you can reach him by contacting the Penrith branch of St John, or asking for his personal email (ask Kingdom Chirurgian / previous festival chirurgian).

St John NSW, Penrith : Phone 1300 360 455, email penrith@stjohnnsw.com.au

You will have much support and wisdom from the stewarding team (consider not only your steward, but also constabulary and marshalle). Please do ask for help from previous Festival Chirurgians and the Kingdom Chirurgian. We all want this to run as easily as possible.

In the same breath as that, be prepared. First aid for Rowany Festival is something akin to organising first aid for a large scouting event, music festival, and sports event all in one. Be ready, be early, and know where to go for help when you need it.

Pre-planning

Months before :

December - Start asking for interested surgeons, St John cadets, and people feeding St John. Standard letter is available in resources below.

January – Repeat request for interested surgeons and people feeding St John.

January – Confirm St John are attending, establish exactly what times they will be attending (and are aware of Festival timetable, length of Festival, etc.), and if they require anything.

Weeks before :

Repeat request for interested surgeons and people feeding St John.

Contact local hospital

Contact local ambulance service

Confirm surgeons attending, send reminder to bring qualifications

Ask steward for a surgeonate meeting, traditionally just after opening court, for organising roster

Ensure with steward that equipment is available, and request a petty cash fund. Order consumables with the steward.

Send follow-up letter to surgeons (below in resources)

Days before :

Write up meal roster for St John, print out several copies

Check that tavern is able to supply ice

Consider available first aider for pre-festival evenings.

Print out multiple copies of forms, and see if printer is available on site if more required

Send equipment list to truck co-ordinator, in case items have been moved off-site

Send follow-up letter to surgeons (again)

Just before event, on site :

Ensure hire equipment is delivered to tent

Get equipment from storage container

Ask stewards for consumables

Set-up tent, including divided room (section off area for privacy on bed)

First day, at surgeonate meeting :

Introduce surgeons to St John

Ask surgeons to sign-in and witness qualifications (required : current SCA membership, current level 2 first aid or equivalent or better, current CPR refresher)

Sign up surgeons on time-table

Brief discussion on protocol, where radios and resources are

Post Festival :

Destroy unnecessary paperwork (e.g. pre-existing illness forms) and secure any to be kept.

Write up a report! This goes to the local (Rowany) surgeon, Kingdom Surgeon (as it is a large event), and often the event steward wants to be involved as well.

Include recommendations for next year, flag issues, and note resources that need to be replaced.

Ensure that the stewards have made a donation to St John (the details of which are usually worked out between the steward and Malcolm).

Thank staff, and consider recommendations to the Crown for awards!

Daily running of chirurgonate

St John come on duty at 8am. There will always be at least two of them sitting in the tent, and if war is on usually two of them will attend war with kit in hand. Traditionally they manage all first aid during 8 – 5pm, however it is unofficially traditional that the event chirurgon will keep them company or at least in close touch. They usually take two radios between the four of them.

A new tradition this year is that several of the younger scadians are also St John cadets, and Malcolm is very happy to have them on board. This is an excellent way to make sure St John have runners handy.

St John will bring their own equipment, from bandaids to oxygen cylinders and defibrillator. However, it is kind to help supply with basic supplies, especially things frequently used (gloves, gauze, saline, bandaids, and ice are most used).

At 5pm, St John clock off, and are available on call for emergencies that require more advanced skills. However, the bulk of first aid needs should be met by the on-call chirurgon(s) for that night.

The on-duty chirurgon should attend the chirurgon's tent at 5pm to take the on-call radio. At this time the tent can be closed, and the whiteboard and map hung outside, and the on-call chirurgon should fill in their name and campsite to make them easier to contact. The on-call chirurgon does not need to spend their entire evening in their campsite, but they should make sure they are contactable (with a working radio – please lock it to the appropriate channel and make sure batteries are working), appropriately identifiable (ideally wearing a sash or tabard of the chirurgonate), and are not drinking (or influence of other substances) while on call. The stewards / constabulary should establish public access to radio for emergencies, whether it is through the roving constabulary, the tavern, or a hanging radio at the officer's tent, and have this advertised to the attendees.

Overnight, chirurgons should use the chirurgonate equipment, which should be made available in the first aid tent. However, some chirurgons prefer their own kit (either so they know what is available, or they are skilled in use of equipment that is not standard issue). If sufficient volunteers are available, ideally there should be two chirurgons available overnight.

If not constantly at the chirurgon's tent, it is important that the event chirurgon is available frequently -

- Attend at 8am to get handover from the previous night's chirurgon and check in with St John.
- Make sure St John are happy, have any resources required, and know where and when meals are
- Attend at 5pm with chirurgon on call that night, make sure they have radio, know where to go for help, and write their name on the whiteboard
- Check on use of resources (ice, bandaids, etc.) and if any need replacement
- Ideally will carry a radio at all times for troubleshooting, or have a deputy for same

If a major incident happens :

- If an ambulance is called, the Kingdom Seneschal must be informed as soon as possible.
- If transport is required for an incident (ambulance or personal transport), co-ordinate with the steward / constabulary so that they are aware of the situation, and as to where vehicles are safest to travel and to ensure that roads are cleared.

Forms

Reports : Print from <http://chirurgieon.lochac.sca.org/documents/> - event report, sign-in sheets, non-clinical treatment, minor injury, major injury, refusal of treatment, medical information. You will need multiple copies of all of these sheets.

Local resources

To give to local doctor / hospital

Handout for hospital / ambulance

First aid tent sign

Recruitment standard letter

Chirurgieonate roster

St John meal roster

Equipment :

- long-term equipment

- consumables

- from hire tent

- from communal

Local resources

Hospital : Bowral and District Hospital. <http://www.swslhd.nsw.gov.au/bowral/default.html>
Mona Road, Bowral NSW. Phone (02) 4861 0200.

GP : Mittagong Healthcare Centre. <http://www.mittagonghealthcarecentre.com.au/>
3 Albert St, Mittagong. Phone (02) 4872 3933.

Mittagong Medical Center. 17 Regent St, Mittagong. Phone (02) 4871 1500.

Bowral St Medical Practice. <http://bsmp.com.au/>
70 Bowral St, Bowral. Phone (02) 4861 3183.

Pharmacies : Mittagong Pharmacy. <http://www.capitalchemist.com.au/>
2 Bowral Rd, Mittagong. Phone (02) 4871 1480.

Priceline Pharmacy Mittagong. Phone (02) 4872 3455.
Shop 4, Highlands Marketplace, Cnr Old Hume Hwy & Roscoe Street, Mittagong.

Ambulance : Regional Sector Office : Southern Sector
18 Clifford Street, Goulburn. Postal Address: Locked Bag 13 Goulburn NSW 2580
Telephone: (02) 4827 0400

Emergency : Phone 000. Identify location as Camp Wombaroo, Black Spring Rd, High Range.

Poison Information : Phone 13 11 26

To give to local doctor / hospital

Greetings from <name>!

We would like to give you advance notice of a large festival held in the local area. We are hosting Rowany Festival (festival.sca.org.au), a medieval recreation festival held over the Easter long weekend.

Rowany Festival is hosted by a group known as the Society for Creative Anachronism (SCA), a world wide medieval recreation society (www.sca.org.au). The local branch is The Barony of Rowany (rowany.sca.org.au), based in Sydney.

The event hosts on the scale of 1200 over the long weekend. Most people are camping, and activities include medieval combat, archery and equestrian.

We do our best to manage medical issues. St John are in attendance of the event, and we provide our own first aiders in addition to this. We also have a well organised team that co-ordinate many aspects of the event.

We hope that there are no emergencies, and will do our best to recommend GP management for issues where it is appropriate. However, we hope that if emergencies arise that we can work together to make the process smooth for us all.

Please let us know if we can give any more information regarding Rowany Festival. If we do need to send any attendees to hospital, please feel free to contact our first aiders for a handover on treatment, and we would appreciate a handover back if you wish us to continue treatment.

Yours sincerely,

<event surgeon> <email> <mobile phone number>
<steward> <email> <mobile phone number>

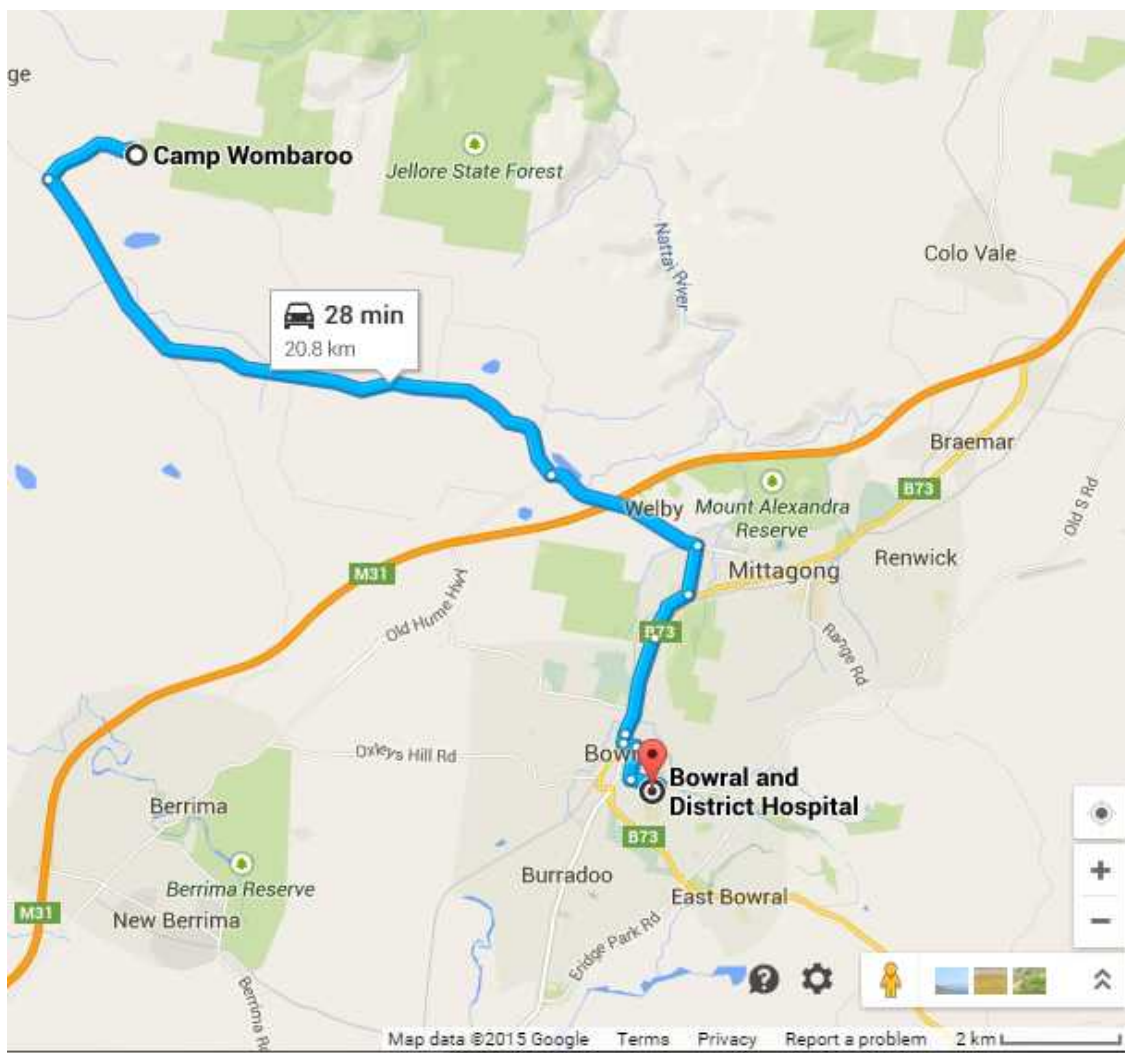
Handout for hospital / ambulance

Directions from Camp Wombaroo, Black Spring Road to Bowral and District Hospital, Mona Road High Range NSW 2575 - Drive 20.8 km, 28 min

Camp Wombaroo, Black Spring Road - Take Wombeyan Caves Rd to Old Hume Hwy in Woodlands

1. Head south-west on Black Spring Rd towards Wombeyan Caves Rd
2. Turn left onto Wombeyan Caves Rd, Turn left onto Old Hume Hwy
- Take Old Bowral Rd to Bowral Rd/The Highlands Way/B73
4. Turn right onto Lyell St
5. Turn right onto Old Bowral Rd Continue on The Highlands Way to Bowral
6. Turn right onto Bowral Rd/The Highlands Way/B73 Continue to follow The Highlands Way/B73
7. Keep left to continue on Bong Bong St/The Highlands Way
8. At the roundabout, take the 1st exit onto Merrigang St
9. At the roundabout, take the 3rd exit onto Bendooley St Go through 1 roundabout
10. At the roundabout, take the 1st exit onto Bowral St Turn right onto Mona Rd

Destination will be on the right - Bowral and District Hospital, Mona Road



Data from Google © 2015.

First aid tent sign

St John / Chirurgeonate Tent

8 am – 5pm : St John On Duty

After 5pm : Chirurgeon On Duty
Available by radio
(Refer to whiteboard)

Please note that we provide first aid only.

Contact details for local GPs,
hospital and pharmacies are available.

Recruitment letter

Send to chirurgionate@lochac.sca.org and lochac@lochac.sca.org and pegasus@lochac.sca.org, festival website, and relevant facebook lists.

I am currently compiling a list of volunteer Chirurgeons / First-Aiders, who are going to festival, hold a current Senior First Aid certificate or higher to please contact me at **<email address>** if they are able to assist or do a shift in the Chirurgeonate.

The festival Chirurgeonate will be operating as normal as it has done in previous years with St John Ambulance manning the Chirurgeonate point during daylight hours from 8.00am to 5.00pm and the Chirurgeons taking over at dusk from 5.00pm to 8.00am on call. The location of the duty Chirurgeon on call will be placed on a white board situated outside the Chirurgeonate point and will be contactable by two way radio should you require first-aid assistance after hours.

If any youth members of the populace are cadets of St John, are interested in working with St John at festival, and have their parents' permission, please contact me and I will put you in touch with St John.

The populace is reminded that if they have a medical condition they should consider notifying the Chirurgeonate on arrival and filling in a confidential medical information form. Please remember that we are first aiders, so any major medical conditions should be addressed prior to coming to festival. Other items that the populace should have in their possession at festival are: Medicare card, private health insurance and ambulance cover if you have it, any medications that they are on, medi-alert bracelet or pendant, a small first-aid kit, hat and sunscreen. Please remember in NSW that ambulance cover is not supplied by the state, and consider signing up for ambulance cover if you do not have it.

Also, if any group or households are willing to help feed the St John Ambulance members attending Rowany Festival this year it would be greatly appreciated. These members volunteer their own time, and as a simple courtesy to repay their generosity the Chirurgeonate ask for donations of a meal covering Breakfast, Lunch and Dinner for approximately four people. You can nominate which meal/meals and on what day you are able to provide. If you are able to help out here please let me know ASAP.

Regards, **<name>**

Follow-up letter

Hello everybody,

I hope this email finds you all well. Just a quick reminder to bring copies of your current Senior First Aid / CPR certificates, etc., with you to the Chirurgeons meeting. We will have a brief meeting at **<time and location>** for a briefing and to organise the roster. Also, if you have your own First Aid Kit that you prefer to work out of, then please bring it with you. Catch you all next week.

Regards, **<name>**

Chirurgeonate roster

Please note mundane name, SCA name, campsite, and contact details.

	Chirurgeon #1	Chirurgeon #2
Pre-festival		
Thursday		
Friday		
Saturday		
Sunday		
Monday		
Post-festival		

St John meal roster

Please have one copy to be stored with event chirurgon, one copy to give to Malcolm. Please list campsite, contact person, and if available meal menu.

	Breakfast	Lunch	Dinner
Thursday			
Friday			
Saturday			
Sunday			
Monday			
Tuesday			

Equipment List

Long-term equipment - stored in the Festival storage containers)

- signs (chirurgion banner, laminated sign "chirurgion")
- pillows x 2, single quilts x 2
- first aid kit
- clip boards x 2
- tarpaulin, rope (for dividing private section of tent)
- clock
- radios x 3 (should have red sticker on back)
- battery powered lanterns x 2
- whiteboard + marker
- first aid book
- first aid kit x 2 (large box, small soft kit)

Missing or destroyed!

- Esky x 2 (large, small)
- Large water container
- Hand washing basin
- Cot bed
- Regalia

Communal equipment – taken from the large supply of same from the festival storage containers

- buckets x 4
- garbage bin

Consumables - taken from the stewards supply; confirm that they will be available before event! Please do NOT store liquids with the other chirurgionate equipment, as this has been disastrous in the past.

- sunscreen
- hand sanitizer
- hand soap
- cleaning wipes
- dettol (or bleach, or other equipment sanitizer)
- rubbish bags
- zip lock bags (to pack with ice for ice packs)
- paper towels
- batteries (AA – for clock, AAA – for radios, D – for lanterns)
- drinking water

Hire – hired with the bulk equipment for festival

- large marquee
- tables x 3
- chairs x 6

Also ask the stewards for two A3 copies of this year's map, laminated.