

The Adrian Empire, Inc.

MANUAL FOR THE OFFICE OF PHYSICKS

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Anyone is welcome to point out any error or omission that they may find.

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TABLE OF CONTENTS

TABLE OF CONTENTS	2
TABLE OF CONTENTS	2
TABLE OF CONTENTS	2
TABLE OF CONTENTS	2
TABLE OF CONTENTS	2
INTRODUCTION	4
STATEMENT OF PURPOSE	4
DUTIES	5
A. COORDINATING AND PROVIDING FIRST AID.....	5
B. ADVISING THE CROWN AND MARSHALATE.....	5
C. RECORDING INFORMATION.....	5
GENERAL REQUIREMENTS	6
A. APPRENTICES.....	6
B. PHYSICKER-IN-CHARGE.....	6
TREATMENT OF PATENTS	7
STANDARDS OF CARE.....	7
CONSENT.....	7
GOOD SAMARITAN.....	7
PEDIATRIC CARE.....	7
PATIENT RIGHTS.....	7
WOUND CARE.....	7
BODY SUBSTANCE ISOLATION.....	7
COMBAT ISSUES	8
ENTERING THE LIST OR BATTLE FIELD.....	8
REPORTS AND FORMS	8
MEDICAL IDENTIFICATION CARDS.....	8
PRIVATE MEDICAL TREATMENT ASSESSMENT FORM.....	9
SECTION I: PATIENT DATA (FILL IN THE BLANKS) (PATIENT'S COPY).....	9
SECTION II: SCENE SIZE-UP.....	9
SECTION III: INITIAL ASSESSMENT.....	9
SECTION IV: FOCUSED HISTORY / PHYSICAL EXAM / RAPID ASSESSMENT.....	9
PRIVATE REFUSAL OF TREATMENT FORM (PATIENTS COPY).....	10
APPENDIX A: MINISTRY DESCRIPTIONS	11
A. MINISTER OF PHYSICKS (IMPERIAL).....	11
B. DEPUTY MINISTER OF PHYSICKS (IMPERIAL).....	11
C. MINISTER OF PHYSICKS (CHARTERED SUBDIVISIONS).....	12
D. DEPUTY MINISTER OF PHYSICKS (CHARTERED SUBDIVISIONS).....	12
E. APPRENTICE PHYSICKERS.....	12
F. WATER BEARERS.....	13
APPENDIX B: PHYSICKER'S KIT	14
THE BELT POUCH.....	14
TACKLE BOX.....	14
DOC BOX.....	14
OTC MED ARE TO BE USED AS SELF MEDICATION BY PATIENTS.....	15
MISCELLANEOUS BOX.....	15

INTRODUCTION

This handbook contains policies and procedures for the administration, organization and performance of first aid by volunteer first aid responders called Physickers. These Physickers will practice First Aid to the level of their personal training at all events held by the Adrian Empire, Inc. The contents of this handbook represent the minimum standards of conduct and service expected of any Physicker. Individual subdivisions may require standards that procedurally are greater than this handbook sets forth; however, standards shall never fall less than the minimum standards that are required by this manual.

This handbook is not intended to be a First Aid manual. The training needed to perform competently the duties of a Physicker is best obtained from a reputable recognized organization.

The primary duties of a Minister of Physicks are defined throughout this Manual. To summarize, the primary function of a Physicker is Prevention, Safety, and Sanitation. Physickers practice only “Accepted Modern First Aid Standards” to the level of their individual certified training as volunteer service care providers.

This handbook will be the only “Recognized and Approved Standard Procedural Manual” for the performance, organization and administration of first aid at Adrian events. The procedures contained herein are binding to all Ministers of Physicks, Deputy Physickers, and those in Physicker Apprenticeship as well as all other Adrian officers where and when ever applicable.

STATEMENT OF PURPOSE

The primary functions of the Office of Physicks are to:

- Offer first aid provider services on a volunteer basis at all Adrian events.
- Maintain medical standards that conform to accepted modern standards of care.
- Advise the Marshalate and autocrats of conditions to include situations regarding weather, terrain, or attendees

First aid is performed in Adria under the coverage of the Good Samaritan Law and is Samaritan in nature (distinct from medical aid).

A “station” should be set up in an area clearly recognizable and accessible to the populace attending the event.

DUTIES

The Physicker-in-Charge promotes public health and safety at all Adrian events.

A Physicker-in-good-standing is a care provider with as a minimum a current Red Cross or American Heart certifications.

The Ministry of Physicks shall:

- Coordinate and provide first aid
- Advise the Crown and Marshalate of injuries, and safety issues
- Assist and advise the Marshalate of safety hazard trends
- Provide reports and information regarding injuries or illnesses

A. COORDINATING AND PROVIDING FIRST AID

With regard to first aid, the Minister of Physicks shall:

- Be the coordinator of all first aid at events
- Aid the populace who may be in need of help

The Minister of Physicks shall not:

- Treat or force anyone to accept treatment of any kind, including medication

The Good Samaritan Law covers those who render aid in good faith, but not those who go beyond their certified training level.

No Physicker will ever perform medical services above his level of certified training.

B. ADVISING THE CROWN AND MARSHALATE

The Minister of Physicks or the Physicker-in-Charge advises the Marshalate when a combat-related injury or trend of injuries might represent a safety hazard to those who participate in combat (The Physicker-in-Charge may advise, but is not responsible for taking action on any trends: that is the prerogative of the Marshalate).

C. RECORDING INFORMATION

The Minister of Physicks must provide reports with detailed information regarding injuries or illnesses at events. This information is used for hazardous analysis trending by the Imperium.

GENERAL REQUIREMENTS

The minister and all deputies must have a minimum of Advanced First Aid Training.

All chartered subdivisions are required to have a Minister of Physicks. If no person within a subdivision is qualified, it is the option of the Crown/Ruling Noble to appoint a person to receive the appropriate training in First Aid Multi Media, and CPR. The American Heart Association, the United States Military, St. John's Priory in Canada, or the American Red Cross, or any other State or Nationally recognized training institute to then be qualified for the position as Minister of Physicks.

A. APPRENTICES

In order to be a Physicker, a Minister of Physicks must simply accept a candidate as an Apprentice. The candidate must display a desire to apprentice and request it. (Refer to [Appendix A](#) for more information.)

B. PHYSICKER-IN-CHARGE

There will be a Physicker-in-Charge at every event. This person will be a senior Physicker with the function to coordinate all the duties of the Physicker for an event.

The Physicker-in-Charge will report to the Imperial Crown, the Crowns Royal, the Ruling Nobility, or the head Autocrat-in-Charge of the event as determined by the type of event being held. If radio communication devices are available, a mundane radio and channel will be set aside for communication between all Physickers and the Physicker-in-Charge at large events. During combat, the Field Physickers at the combat site will tune into the Marshal's channel as a means of summoning in case of injury.

All subdivisions should have a Physicker, at large events these resources should report to the Physicker-in-Charge for duty during combat and on-call time periods. The Physicker-in-Charge will be responsible for insuring all credentials are in order by those Volunteer Care Providers present. The Physicker-in-Charge will also coordinate Water Bearer activity on the fighting field.

TREATMENT OF PATENTS

STANDARDS OF CARE

Minimum accepted modern standards of care are taught by qualified licensed recognized organizations and will be strictly adhered to at all time unless an individuals licensure or certification allows them to perform standardized care at a greater level than normally practiced in Adria. The Adrian Empire, Inc. does not authorize any variation of this standard. An infraction of this rule could warrant removal as a Physicker and possible legal action by Imperial decree. Mundane legal action is also a possible outcome.

CONSENT

Any treatment given must be administered with full-informed consent or implied consent as per mundane law. Any conscious coherent person can refuse treatment.

GOOD SAMARITAN

The general rules of treatment are that basic first aid is given at a no-cost basis. Care is rendered as a "Good Samaritan". Over the counter medications are self administered by the patient. All patient information will be kept discreet and private at all times.

PEDIATRIC CARE

All pediatric care will be done so at the request and permission of a parent or legal guardian.

PATIENT RIGHTS

The following is the rights of any person in need of first aid or other treatment by a Physicker:

As a Subject receiving treatment and a conscious, coherent, informed adult, I have the "LEGAL RIGHT" to refuse medical treatment. I do understand, however, my illness or injury may preclude me from participating on the fields of combat due to health or safety reasons. This ruling will be of a majority consensus between the Physicker-in-Charge, the Marshal-in-Charge and myself. Unless otherwise informed, the legal status of implied consent applies if I am found to be unconscious or incoherent. I have the right to have my personal medical needs kept private and that I can confide in the Physicker to keep it so.

Before you do anything from slapping a cold towel on my head to cutting my armor from my body to inspect a wound, ask me first. Explain what you are doing and why, step-by-step. I will trust you if you trust me. This I do swear or affirm.

WOUND CARE

Open wounds shall be cared for as if they were in an infectious environment. Daily cleanings and dressing changes are in order until the wound is healed. Use Body Substance Isolation Techniques for each bandage changing and always wash your hands and work area (if possible) with soap and water before and after rendering aid.

BODY SUBSTANCE ISOLATION

The following should be worn when possible to reduce the spread of blood-born pathogens:

- Surgical gloves
- Surgical masks
- Eye protection
- Splash aprons

COMBAT ISSUES

If a Physicker feels a combatant, for health or safety reasons, should not participate in combat, the Physicker-in-Charge, The Marshal-in-Charge and the combatant must develop an informed opinion before proceeding with any combat activities.

Combat injuries shall include special precautions for joint injuries, most bone injuries, heat injuries and soft tissue injuries with breaks in the skin. These injuries can be serious enough to take a combatant off the field for health and safety reasons. These injuries shall receive primary concern.

ENTERING THE LIST OR BATTLE FIELD

No Physicker will enter the fighting field unless summoned by the Marshals or combatants on the field.

In the event of an injury, the Marshals shall call a "HOLD" to fighting on the field and determine if the Physicker needs to evaluate the injury in place, or if the combatant feels able to leave the field for possible treatment.

Once on the field, the Physicker will determine if the injury can be tended to "in place" or if the injured combatant can be removed from the field to be attended to. The "HOLD" will stand until the injured combatant and the Physickers are all off the field.

The Physicker will determine the most appropriate means of extrication from the field of battle. If necessary, the Physickers can have the combatant carried off the field with the help of bystanders or other combatants. A Marshal should call for a Physicker if it is felt that a combatant is in more than just momentary distress.

Any problems resulting from a lack of cooperation between the Marshalate and the Physicker on the field will be brought to the Physicker-in-Charge.

REPORTS AND FORMS

Reports are required at the conclusion of every large event, or quarterly to review injury trends and help direct safety efforts for the next event. For this purpose, treatment forms, or treatment-refusal forms will be completed on all patients.

General, not personal, information from these reports will be used statistically to document injury and illness rates in a report format to the Imperial Crown via the Crowns Royal, Ruling Nobility or Autocrat of an event depending on the type of event.

MEDICAL IDENTIFICATION CARDS

Although a medical condition in no way will restrict participation in the game, medical conditions and medical identification cards are vital life-saving information the Physicker-in-Charge must have for the safety of all participants it applies to. Certain considerations and treatments must be employed in these special cases. This information is to be kept privileged unless permission is given to share this information with other Physickers who may care for me at an event.

PRIVATE MEDICAL TREATMENT ASSESSMENT FORM

SECTION 1: PATIENT DATA (FILL IN THE BLANKS) (PATIENT'S COPY)

Date of illness: _____ Patients phone no. (____) _____

Patient name: _____

Patient's address: _____

SECTION II: SCENE SIZE-UP

Take body-substance isolation precautions? **Yes / No**

Is the scene safe? **Yes / No**

What is the mechanism of illness? _____

How many patients do you have? _____

Do you need additional help with this situation? **Yes / No**

Should you consider "C" spine precautions at this time? **Yes / No**

SECTION III: INITIAL ASSESSMENT

General impression of patient? _____

Level of consciousness/responsiveness: **Alert / V / P / Unconscious**

Chief complaint _____

Assess airway and breathing: **Adequate / Inadequate**

Respiration rate: _____ Pulse rate: _____

Assess circulation: _____

Check skin color, temperature, and condition: _____

Identify the Patients priority for transport: **Load and go / stay and play**

SECTION IV: FOCUSED HISTORY / PHYSICAL EXAM / RAPID ASSESSMENT

(Signs and symptoms of a patient history assessment)

Respiratory problem Onset? Provokes? Quality? Radiates? Severity? Time? Interventions?

Cardiac problem Onset? Provokes? Quality? Radiates? Severity? Time? Interventions?

Altered mentally Description of the episode? Onset? Duration? Symptoms? Trauma? Interventions? Seizures/fever?

Allergic reaction History of allergies? Substance? How exposed? Effects? Progression? Interventions?

Poisoning overdose Substance? When exposed? What time period? Interventions? Weight?

Environmental emergencies Source? Environment? Duration? Loss Of Consciousness? General or local effects?

Obstetrics emergencies Are you pregnant? How far long? Contractions? Blood/discharge? Need to push? Last menstrual periods?

Behavioral emergencies How do they feel? Suicidal? Are they a threat? Medical problems? Interventions?

Allergies _____

Medications _____

Pertinent past history _____

Events leading to present illness or injury: **combat related / non-combat related / other (explain)**

Interventions, if any: _____

Transported to medical facility: No / Yes, where? _____

Assessment performed by: _____

(Print name)

(Signature)

PRIVATE REFUSAL OF TREATMENT FORM (PATIENTS COPY)

I, (printed name of patient) _____

- Refuse further emergency evaluation and treatment even through I have been advised by the Medical Crew, that it is in my best interest to undergo further evaluation and treatment by a Physician. I understand my action(s) could result in further illness, injury or even the possibility of death.
- I do not believe that I need medical care and decline further assistance from the Medical Crew.
- I understand and the Medical Crew has advised me that my medical condition warrants further evaluation, however, it does not require emergency ambulance transport. I agree with this advisement and will seek medical care in a timely fashion via alternative transportation.

Patient:

(Please prints name) (Signature) (Date/time)

Patient's parent/legal guardian:

(Please prints name) (Signature) (Date/time)

Witness:

(Please prints name) (Signature) (Date/time)

___ Patient or Guardian refuses to sign. Evaluation and medical treatment recommended.

Medical crew:

(Please prints name) (Signature) (Date/time)

Medical crew:

(Please prints name) (Signature) (Date/time)

APPENDIX A: MINISTRY DESCRIPTIONS

A. MINISTER OF PHYSICKS (IMPERIAL)

1. Advise the Imperial Crown (or other members of the Empire), as requested, concerning:
 - The first-aid incidents and treatments of incidents in the Adrian Empire
 - Policies and procedures for the Office
2. Oversee and manage the Imperial Office of Physicks:
 - Serve as team leader to the members of the Office (ministers and deputies, both Imperial and subdivision levels)
 - Supervise Imperial Deputies in their duties
 - Maintain (and update) the Manual of Physicks as needed
 - Cause to be published any new policies or procedures for the Office
 - Coordinate the training of ministers and deputies (to include the scheduling and facilitating of training opportunities)
 - Ensuring that a Minister of Physicks shall be present at all Imperial Events (who shall oversee and supervise the water-bearers, and other first-aid personnel, and provide all documentation and reports to the Imperial Office immediately after the event).
3. On a monthly basis:
 - Oversee the updating of the Imperial rolls (including on-line records, if any)
 - Report to the Imperial Crown regarding the Office
4. On a quarterly basis:
 - Cause to be compiled and reported a list of first-aid incidents for the Empire
5. On a yearly basis:
 - Cause to be compiled and available a complete listing of all first-aid incidents for the Empire
 - Master archive the subdivision reports and records (hard copy)

B. DEPUTY MINISTER OF PHYSICKS (IMPERIAL)

1. Advise the Imperial Minister concerning:
 - The first-aid incidents or trends in the Adrian Empire
2. Assist in the management of the Imperial Office of Rolls and Lists:
 - Serve as assistant team leader to the subdivision ministers
 - Supervise subdivision ministers in their duties
 - Evaluate the skill level and certifications of the subdivision ministers
 - Oversee the training of ministers and deputies
3. On a monthly basis:
 - Update the Imperial Office, including on-line records, if any
 - Report to the Imperial Minister regarding the Office
4. On a quarterly basis:
 - Archive subdivision reports and records (hard copy)
5. On a yearly basis:
 - Provide the Physicker archives to the Imperial Minister for master archiving

C. MINISTER OF PHYSICKS (CHARTERED SUBDIVISIONS)

1. Advise the subdivision Crown (or other members of the Empire), as requested, concerning:
 - The first-aid incidents or trends in the Adrian Empire
 - Policies and procedures for the Office (as directed by the Imperial Minister)
2. Immediately advise the Marshalate and autocrats of conditions and situations that may adversely :
3. First aid incidents or situations
4. Event conditions, to include situations regarding weather, terrain
5. Evaluate the skill level and certification of anyone wishing to serve as Deputy Physicker.
6. At every official event:
 - Ensure that a subdivision minister or deputy shall be present to oversee all activity of the Office
 - Oversee the water bearers and other first aid personnel and assist when needed
7. On a monthly basis:
 - Report to the Imperial Deputy Minister for all first-aid incidents or trends in the subdivision
8. On a quarterly basis:
 - Provide to the Imperial Deputy all subdivision reports and records (hard copy)
9. On a yearly basis:
 - Provide all materials to the incoming minister of Physicks
 - Ensure that the incoming minister of Physicks is trained in the policies, and procedures for the Office

D. DEPUTY MINISTER OF PHYSICKS (CHARTERED SUBDIVISIONS)

Where there is no deputy, the duties and responsibilities shall fall to the subdivision minister.

- Assist the minister in performance of the duties of the office.

E. APPRENTICE PHYSICKERS

Apprentice Physickers are in training to be Physickers.

The purpose for the Apprenticeship program is to evaluate care providers' skills, both medical and administrative, and standardize care given to the populace.

Proof of minimum standard training must be presented to the minister of Physicks before apprenticing. An Apprentice must serve a period of time, to be determined by the Minister of Physicks, to allow ample time to observe skills in both first aid and administration.

Some acceptable alternatives to a First Aid certification include licenses as MD, RN, LPN, LVN, or certification as in EMT, ERT, or Paramedic. These advanced licensures and certifications need not go through the Apprentice program, but should be trained in proper reports and forms to satisfy the administrative requirements of this office.

F. WATER BEARERS

This is a function that may be performed on an event-to-event basis by the attendees of an event. The water bearers should have at least minimal training in recognizing the symptoms of heat-related maladies. Their duties shall include:

- Provide water to combatants during authorized breaks, before and after combat, and any other time to any attendees of an event as directed by the Physicker.
- Report to the Physicker any suspected signs of illness or accident

APPENDIX B: PHYSICKER'S KIT

Local subdivisions will pay for the upkeep of the Physicker's Kit.

The Physicker Kit can come in many different shapes and sizes depending on the training level of each Physicker and the type of event held. The following are a few recommendations depending on each Physickers individual training and certification.

THE BELT POUCH

- Bandage scissors
- Medic shears
- Gloves
- Pad of paper, and pen
- CPR shields or pocket mask
- Band-Aids (assorted sizes)
- 1" medical tape
- 2"x2" gauze pads
- 4"x4" gauze pads
- Pocket-size tissues (Kleenex)
- Bee-sting kit
- Pen light
- Cell phone (for emergency services calls)

TACKLE BOX

- Stethoscope
- Blood-pressure cuff
- Trauma dressings
- 2"x2" gauze pads
- 4"x4" gauze pads
- Steri-strips
- 2"x3" Band-Aids
- Scalpel blades (#11 and # 15)
- Band-Aids assorted sizes
- Oropharyngeal airways
- Gloves
- Hard Candy
- Pen Light
- Chap stick
- Nail Clippers
- Tongue Blades
- Fine Forceps
- Eye Drops
- Tincture of Benzoin
- Pre-moistened Towelettes
- 2", 3",4" Kling and/or Ker lex Gauze
- Q-Tips
- Eye Pads
- Triangular Bandages
- Dental Floss, 1" and 2" Medical Tape
- Syrup of Ipecac
- Roller Bandages
- Surgical Make with Eye Shields
- CPR Pocket Mask
- Surgical Gloves
- Waterless Antibacterial Dry Hand Cleanser, 2",3",and 4" Elastic Bandages
- Safety Pins
- Bit Stick
- ABD Pads
- Kotex
- Adolph Meat Tenderizer(used for stings)

DOC BOX

- Tongue Depressors
- Pen Light
- Safety Pins
- Paper, Tape
- Measure
- Iris Scissors
- Otoscope Speculums
- Medic Scissors
- Sharpies Markers
- Forceps
- Matches
- Change
- Reflex Hammer
- Otoscope
- Ophthalmoscope

PHYSICKERS ARE NOT ALLOWED TO PRESCRIBE ANY MEDICATION FOR ANY REASON. OTC MED ARE FOR SELF MEDICATION BY PATIENTS ONLY AND NOT FURNISHED BY THE PHYSICKER.

• **Miscellaneous Box**

- Clipboard with Treatment Forms
- Treatment Refusal Forms
- Blank Paper
- Pens
- Pencils
- Zip-lock baggies (various sizes)
- Mosquito Repellant
- Duct Tape
- Toilet Paper
- Sun Screen
- Sanitary Napkins
- BP cuff
- Tampons
- Bulb Syringe
- Armor repair Supplies (i.e. strapping tape, friction tape, strong string, leather punch)
- Dental Kit, Splints
- Thermometer
- 1 Liter of Normal Saline for wound care and any reference books you may have from your training

Topical antibacterial ointment may be used to treat open wounds after cleansing.