Newtownbreda Presbyterian Church

Version 1
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A Moore

FIRST AID POLICY

THE AIM OF THIS POLICY

The aim is to ensure that all employees, voluntary workers and all visitors are provided with First Aid if required. First Aid is provided to preserve life and limit the effects of any condition from becoming worse and to promote recovery. First Aid should be provided where a person needs medical treatment until further professional help arrives, and for the treatment of minor injuries. It should be noted that the treatment of minor illnesses, by the administration of tablets or medicines, falls outside the definition of First Aid.

DUTIES AND RESPONSIBILITIES

It is the responsibility of the Minister and Session to ensure:

a. That there are trained first aiders in the Church.
b. That a list of all first aiders is displayed.
c. That all first aiders attend refresher/requalification courses every three years.
d. That all employees and voluntary workers are aware of who the first aiders are.
e. That all employees and voluntary workers know where the first aid boxes are located.

Trained First Aiders.
All organisation leaders should be trained First Aiders.

First Aid Box Location
There are three first aid boxes located in the church halls. They are located at

1) Main Kitchen
2) Foyer Servery
3) Rosetta Servery

First Aiders should be aware of the following actions they should take upon the reporting of an accident:

Always attend a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible. This includes wearing gloves where any loss of

blood or body fluid is evident and calling for help from other First Aiders or Emergency Services.
Insist that any casualty who has sustained a significant head injury is seen by professionals at the hospital, either by sending them directly to hospital or by asking someone to take them to hospital.
Report details of treatment provided by providing a record of each person attended to, the nature of the injury and any treatment given, in the Accident Report Book provided in the foyer kitchen. Any accidents that need to be reported should use the online form located in the Child Protection Policy and once completed sent via email to Allison Meek.
Ensure that everything is cleared away, using gloves, and every dressing etc. is put in a bag and sealed tightly before disposing of the bag in a bin. Any bloodstains on the ground must be washed away thoroughly. No contaminated or used items should be left lying around.

Ensure that a child who is sent to hospital by ambulance is **either** accompanied in the ambulance at the request of paramedics where possible **or** followed to the hospital by a Church worker to act in loco parentis if a relative cannot be contacted and they should be met at the hospital by a relative.

FIRST AID TRAINING The First Aid course that has been identified and recommended for the church by St. John Ambulance is the ESSENTIAL FIRST AID TRAINING (ALL AGES). An attendance certificate, valid for 3 years will be issued.

DEFIBRILLATORS

Three Automatic External Defibrillator (AED) are held by the church, one outside the Halls complex, one in the church halls foyer and one in the church foyer. The Minister and Session will ensure that there are sufficient staff/volunteers trained in the use of the defibrillators to respond in an emergency situation.

RECORDS, RETENTION AND DISPOSAL

First Aiders should record any accident details and details of treatment provided by providing a record of each person attended to, the nature of the injury and any treatment given, in the Accident Report Book provided in the foyer kitchen. Any accidents that need to be reported should use the online form located in the Child Protection Policy and once completed sent via email to Allison Meek.

RECORDS:

For adults the Accident Report Book should be retained securely for at least three years from the date on which the Report was made. All email accident reports should also be retained for the same period of time.

All information must be regarded as sensitive data and as such must be stored in compliance with Data Protection law.