

# The Church of St. Patrick Drumbeg

## First Aid at Work Policy

### Contents:

1. [Introduction](#)
  2. [Scope of this Policy](#)
  3. [Aim of this Policy](#)
  4. [Legal Considerations](#)
  5. [Duties and Responsibilities](#)
  6. [First Aid Training](#)
  7. [Legal Indemnity](#)
  8. [First Aid Boxes](#)
  9. [Defibrillators](#)
  10. [Transporting Casualties](#)
  11. [Records](#)
  12. [Implementation, Review and Monitoring of this Policy](#)
- 

### 1. **INTRODUCTION**

This document has been prepared to provide guidance on the policy and procedures for dealing with First Aid at St Patricks Church Drumbeg. The requirements for the statutory provision of First Aid have been taken into account. Failure to implement the procedures contained in this document could result in a criminal offence.

### 2. **SCOPE OF THIS POLICY**

The policy applies to all employees and voluntary workers under the jurisdiction of the Church, on or off site.

### 3. **THE AIM OF THIS POLICY**

The aim is to ensure that all employees and voluntary workers are provided with First Aid if required.

First Aid is provided to:

- Preserve life.
- Limit the effects of the condition and promote recovery.

First Aid should be provided where a person will need further medical treatment until such 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.

#### **4. LEGAL CONSIDERATIONS**

The Health and Safety [First Aid] Regulations Northern Ireland 1982 require employers to provide trained persons, equipment etc., to deal with First Aid emergencies and ill health occurring at work.

In addition, on 15 August 2017, the Department for the Economy, made a Statutory Rule entitled “The Health and Safety (First-Aid) (Amendment) Regulations (Northern Ireland) 2017” (S.R. 2017 No. 156).

Facilities must be provided to ensure that First Aid is rendered to employees, visitors, volunteers, if they become ill or are injured at work or under the jurisdiction of the Church, on or off-site.

#### **5. DUTIES AND RESPONSIBILITIES**

It is the responsibility of the Rector to ensure:

- That there are trained first aiders in the Church.
- That a list of all first aiders is displayed.
- That all first aiders are trained and attend refresher/requalification courses every three years.
- All employees and voluntary workers are aware of who the first aiders are. (Appendix 1)
- That all employees and voluntary workers know where the first aid boxes are located . (The kitchen in the hall and the entrance porch in the Church.)

First Aiders are responsible for:

- Responding promptly to calls for assistance. 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.
- Act as a person who can be relied upon to help when the need arises.
- Providing support within their competence.
- 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.
- Reporting details of treatment provided.
- Being familiar with the location of first aid boxes in the areas in which they normally work.
- Checking the first aid boxes at least once a month.

- 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.
  - Met at the hospital by a relative.
  - Keep a record of each person attended to, the nature of the injury and any treatment given, in the book provided in the hall kitchen or the Church porch. Ensure that everything is cleared away, using gloves, and every dressing etc. be 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.

## 6. **FIRST AID TRAINING**

There are two types of First aider recognised by the HSENI.

- A fully qualified **First Aid at Work (FAW)** First Aider, someone who has undergone an approved three day First Aid at work training course and holds a current FAW certificate.
- An **Emergency First Aid at Work (EFAW)** First Aider, someone who has undergone an approved one day First Aid at work training course and holds a current EFAW certificate.
- **Appointed Person** can look after the first aid equipment and summon help when required.

## 7. **LEGAL INDEMNITY**

The Church's cannot see there being any liability to the First Aider if they are working for the person's best interest.

## 8. **FIRST AID BOXES**

First Aid boxes are provided in the hall kitchen and in the Church porch.

- First aid boxes should be made of a suitable material that protects the contents from damp and dust.
- Boxes are properly identified. The markings used must be a white cross on a green background.
- Boxes only contain items which First Aiders have been trained to use.
- The contents should be replenished as soon as possible after use.
- Items should be removed if the expiry dates have lapsed or the materials are defective.
- Boxes should be checked once a month and a record of the check kept in log book kept close to the first aid box indicating who carried out the check and when.

**9. DEFIBRILLATORS**

Automatic External Defibrillator (AED) can be used by people with no prior training. The machines give directions.

Training can be given for their use.

**10. TRANSPORTING CASUALTIES**

- Use your judgement. If hospital treatment is required call an ambulance.
- If hospital is not required and private transport is not available call a taxi. Someone should accompany the casualty in the car or taxi.

**11. RECORDS AND DISPOSAL**

First Aiders should record any accident details in the accident book and the removed record sheet should be kept separate from the accident report book. This removed copy should be held in the Rectos office.

Records must be kept for at least **three years** from the date on which it was made. Disposal should be by burning or shredding.

**12. IMPLEMENTATION, MONITORING AND REVIEW OF THIS POLICY**

This policy will take effect from **5th June 2018**.

The **Rector** and **Health and Safety Officer** has overall responsibility for implementing and monitoring this policy, which will be reviewed on a regular basis following its implementation (**at least annually**) and additionally whenever there are relevant changes in legislation or to our working practices.

Employees will be consulted about any proposed changes, and adequate notice given of these.

Any queries or comments about this policy should be addressed to the **Rector** or **Health and Safety Officer**.

**POLICY REVIEW DATES**


<b>LIST OF FIRST AIDERS</b>
<b>MATTHEW TOPLEY</b>
<b>RACHEL PASCU</b>
<b>HUGH CROOKSHANKS</b>
<b>BRIAN DEAN</b>
<b>ROSEMARY BUNTING</b>
<b>KATE SCOTT</b>
<b>SUZY ARMSTRONG</b>
<b>JILL MAGUIRE</b>
<b>ROSIE STEELE</b>
<b>JANE MCCAULEY</b>
<b>LEO ROSSI</b>
<b>PAULINE BARNETT</b>
<b>GAIL MARTIN</b>
<b>EMILY JACHOB</b>
<b>WENDY KIDD</b>