

THE CHURCH OF ST. PATRICK DRUMBEG FIRST AID AT WORK POLICY

Policy No. 9

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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:

- a. Preserve life.
- b. Limit the effects of any condition from becoming worse and to promote recovery.

First Aid should be provided where a person is in need of 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.

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, Select Vestry and HSC 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 .
(The kitchen in the hall and the entrance porch in the Church.)

First Aiders are responsible for:

- f. 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.
- g. 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.
- h. Reporting 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 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.
- i. Being familiar with the location of first aid boxes in the areas in which they normally work.
- j. Checking the first aid boxes at least once a month.

- k. Ensure that a child who is sent to hospital by ambulance is either:
- i. 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.
 - ii. Met at the hospital by a relative.

6. 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)**. This is a 4 hour course that covers the action to take in any emergency and how to deal with injuries for a casualty of any age, this includes paediatric training.

Assessment of competence is made by continuous observation by the trainer throughout the duration of the course and successful candidates are awarded a St. John Ambulance (NI) attendance certificate, valid for 3 years.

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. There is also a First Aid kit held in the hall sluice to be used for special outings away from the parish.

- 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 a log book kept close to the first aid box indicating who carried out the check and when.

9. DEFIBRILLATORS

Two Automatic External Defibrillator (AED) are held by the church, one outside the Parish Hall main entrance and one in the church.

The Rector, Select Vestry and HSC will ensure that there are sufficient staff/volunteers trained in the use of the defibrillators to respond in an emergency situation.

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, RETENTION AND DISPOSAL

As mentioned in **Para. 5h**, First Aiders should record any accident details in the Accident Report Book and the removable copy of the record should be kept separate from the accident report book. **All information must be regarded as sensitive data and as such must be stored in compliance with Data Protection law. (GDPR)**

RETENTION OF RECORDS:

For **Adults**, the removed copy from the Accident Report Book should be retained securely in the **Rectors office** for least **three years** from the date on which the Report was made.

For **Youth & Children**, in addition to the Accident Report Book, a Safeguarding Trust Accident or Incident Report Form must also be completed. All completed forms, including the copy from the Accident Report Book must be given to one of the Safeguarding Trust Panel for retention. **All Reports/Forms are to be retained in a locked cabinet belonging to the Church Safeguarding Trust Panel and retained until the child is 18 years of age and then a further 20 years more** from the date on which the Report/Form was completed.

DISPOSAL OF RECORDS:

Disposal of all records should be by burning or shredding following expiry.

12. IMPLEMENTATION, MONITORING AND REVIEW OF THIS POLICY

This policy has been accepted and approved by the Select Vestry and will take effect from **5th June 2018**.

The **Select Vestry and the H&S Officer** has overall responsibility for implementing and monitoring this policy, which will be reviewed on an **Annual basis** 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 referred to **The Select Vestry or the H&S Officer**

THIS POLICY WAS REVIEWED ON:

<i>3rd May 2019</i>			
<i>4th March 2022</i>			
<i>16th February 2023</i>			