



# ST MARK'S NORTHBRIDGE FIRST AID POLICY

Approved by Parish Council: July 2022

**Related policies: Work Health and Safety Policy, Safe Food Policy**

## Commitment

All staff, church members and visitors have the right to feel safe and well when they are on church property and know that they will be attended to with due care when in need of first aid.

## Definitions

### First Aid

the immediate treatment or care given to a person suffering from an injury or illness until more advanced care is provided or the person recovers.

*(Safe Work Australia definition)*

### Trained First Aid Personnel means:

- a person who holds a current Statement of Attainment issued by a Registered Training Organisation; or
- a person who holds a current occupational first aid certificate issued after successful completion of a WorkCover-approved occupational first aid course; or
- a level 3 or greater New South Wales ambulance officer; or
- a registered nurse; or
- a medical practitioner.

*(from the Diocesan Guidelines)*

## St Mark's will ensure that:

- there are sufficient number of trained first aid personnel
- there is at least one trained first aider assigned to usually be in attendance at the 8am, 10am and 5pm church services
- there is a designated trained first aider for children or youth ministries/events (e.g. Alive Youth Group, Kid's Church and Mainly Music)
- there is a designated trained first aider in attendance at major events (e.g. Women's Breakfast, Gingerbread House Event, etc)
- there is a designated trained first aider in attendance at any church weekend / youth group weekend or children's weekend away
- there are sufficient supplies and facilities to cater for the administering of first aid
- any injuries and incidents are recorded
- first aid treatment records are examined and reviewed with the view to developing strategies for the prevention / reduction of injuries, incidents and illnesses
- a register of trained first aid personnel is maintained, including any expiry date of qualifications if applicable
- first aid kits are audited by trained first aid personnel at least once every 12 months
- the Automatic External Defibrillator (AED) is in functioning order

- the Parish Council will offer to pay for First Aid Training for church members who seek it to enhance their service at church (or they will direct church members to training supplied by the Diocese).

**Note:** First Aid personnel that have a First Aid Certificate should undertake refresher training on CPR every year. A First Aid Certificate is valid for 3 years.

## First Aid Kits

First Aid Kits are located:

- (1) Main kit – In the kitchen, in the pantry
- (2) Small kit – In the vestry in the cupboard on the southern wall
- (3) Portable kit – In the church administrator’s office (available on request).

Signage is displayed to indicate the location of the First Aid Kits in the kitchen and the vestry.

First Aid Kits will be audited at least once a year by a trained first aider. They will communicate to the church administrator any supplies that need to be re-ordered.

The contents of First Aid Kits are specified in this document:

[First aid | Safe Work Australia](#)

**Note:** The First Aid Kit in the kitchen is the main one for the church and should adhere to these requirements. The smaller kit in the vestry and the portable kit are supplementary kits and do not need to adhere to these requirements.

## Incident and injury reporting

Any incident or injury will be reported using a form like the one found here:

<https://safeministry.org.au/resource-docs/>

The completed form will be forwarded to the Safe Ministry Representative for secure filing and any trends in injuries or incidents will be raised with the Parish Council.

## Automated External Defibrillator (AED)

An automated external defibrillator is installed on the wall outside the men’s toilets of the hall. Automated external defibrillators are designed to be used by trained or untrained persons.

**Note:** CPR is to be administered in conjunction with the AED.

The defibrillator will be checked annually.

The following videos have instructions on the use of AED:

Adults – <https://vimeo.com/user30189877/review/198751268/a65c05819d>

Children – <https://vimeo.com/user30189877/review/198753556/48fee52eae>

In the event that the red handle is pulled and the seal broken, the electrodes will need to be replaced. This will be reported to the Rector, the Church Administrator, or a Church Warden and a replacement ordered by the Church Administrator.