



ENGADINE & HEATHCOTE ANGLICAN

First Aid Policy

First Aid is the emergency care of injured or sick people.

Considerations

- The expected number, health, age, and diversity of those involved.
- The likely injuries or illnesses that could occur – i.e., risks on and off site.
- The reporting, transport, and evacuation plans for an emergency.
- The main person(s) responsible for administering first aid (“First Aid Officer”).
- The accessibility of a First Aid kit.

First Aid Kits

The church wardens (or their delegated officer) are to ensure:

- There are sufficient First Aid kits readily accessible for all onsite and offsite activities.
- Each kit has:
 - Appropriate medical supplies;
 - A list of contents;
 - A list of emergency numbers; and
 - Blank copies of the “Engadine & Heathcote Anglican Incident Report” form.
- The First Aid kits are to be checked and re-stocked after each use, or each quarter if unused.

Trained First Aid Officers

Wardens (or their delegated officers) are to ensure:

- A First Aid Officer is identified in each ministry, especially with groups with an attendance in excess of 25 people; and
- All First Aid Officers are encouraged to hold a current first aid certificate (or higher medical qualification).

The Leadership Team, Wardens, and First Aid Officers have an annual briefing with regards to the First Aid Policy, and most common emergency situations.

Reporting

For the protection of both the injured or sick person, and the person administering the first aid:

- First Aid Officers should report any use of a First Aid kit using the “Incident/Accident/Injury” report;
- The report should be filed with the office ASAP, ideally within 24 hours; and
- If minors or vulnerable people are involved, the parents/primary carers should be notified ASAP.

The Wardens are to be notified quarterly of the number and type of reports made.