



First-Aid Policy

Updated: 10.06.2021

Writer: Operations Manager (Health and Safety Lead)

Ratified by PCC: July 2021

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We will ensure that:

1. A clear Health and Safety policy is written and reviewed when necessary
2. Statutory reporting requirements are met
3. Trained First Aider's hold a valid certificate to a recognised standard
4. First aid supplies are stocked and in date
5. New staff and volunteers are provided with a written copy of the policy / details of where the policy can be found
6. Policy availability is sign-posted within the church estate

Appointed Person

An appointed person is someone who is nominated to take charge of first aid arrangements, they may also be a qualified first-aider. Appointed persons are not legally required to have any approved training to carry out their responsibilities and should not give first aid for which they have not been trained. The hirer/leader of an activity is the appointed person for their activity and responsible for ensuring the safety and first-aid provision to their activity attendees.

The Appointed Person is responsible for

1. Administering first aid/delegating to a suitably trained person
2. ensuring that protocols and information is disseminated to their activity attendees
3. keeping a written record of all treatment provided by a First Aider or suitably trained person including completion of an Accident Report Form (found within the Accident Report Book)
4. keeping records of qualifications held and expiry dates for their activity first-aiders. A copy of first-aid training certificate(s) should be provided to the Operations Manager

Administration of First-Aid

1. First Aiders/Appointed Persons must record the accident and treatment administered on an Accident Report Form
2. If there has been a head injury to any person aged up to eighteen years, their parent/carer should be contacted
3. In all cases, a head injury should be recorded on an Accident Report Form
4. Any incident that requires opening the first aid box, must be recorded on an Accident Report Form
5. If medication is administered in an emergency, this must be recorded on an Accident Report Form
6. Report serious accidents/incidents immediately by email and/or telephone

If the need for first-aid is due to a hazard (e.g. poor equipment, building repair need) then full details must be reported to the Health and Safety Lead straightaway by sending a single e-mail to the following e-mail addresses:

office@stmargaretslee.org.uk

community@stmargaretslee.org.uk

Administering Medication/Tablets

First aid must not include giving tablets or medicines to treat illness. St Margaret's Lee do not keep ointments, tablets and medicines in a first-aid box. If an individual needs to take their own prescribed medication (e.g. an inhaler for asthma), the first-aider's role is to help them and contact the emergency services as appropriate. (The First Aider must confirm the medicine is prescribed for that person, appropriate for the emergency and is in date).

However, the administration of prescription only medication specified in Schedule 19 of the Medicines Regulations 2012 is permitted where this is for the purpose of saving life in an emergency.

St. Margaret's, Lee policy is that professional medical help should be sought if the First Aider/Appointed Person has supported or administered emergency lifesaving medication (e.g. asthma pump, Epipen).

First-Aid Boxes

The First-Aid Boxes and Accident Report Book are stored together. Please do not remove them (except for use) from their locations:

Church: West End storage shelves opposite entrance door to Tower

Church Crypt: on top of mini freezer in kitchen

Kingswood Halls, Main Hall: kitchen cupboard

Kingswood Halls, Annexe: kitchen cupboard

Visitors' Centre: Shelves to right hand side of patio doors.

First-aid boxes will be stock checked periodically and completed Accident Report Forms forwarded to the Health and Safety Lead. The appointed person for this purpose is Bill Bishop.

It is a shared responsibility of all activity leaders to ensure that the Visitors' Centre is made aware of low stock or where all or the last one of an item has been used.

If you identify this, you must contact the Visitors' Centre.

Telephone: 0208 318 9643

Visit to or note through letterbox: Visitors' Centre, Brandram Rd, SE13 5EA

e-mail: community@stmargaretslee.org.uk

First-Aid Training

St. Margaret's Lee will organise and fund First Aid Training courses for First Aiders. Activity Leaders for church led groups and activities do not need first aid training to fulfil their role. However, they are encouraged to complete a one-day first aid training course and should contact the Health and Safety Lead for more information.

Hospital Treatment – Minors (aged under eighteen years)

If someone has an accident or becomes ill and requires immediate hospital treatment, the First Aider/Appointed Person is responsible for calling an ambulance. If the parent/guardian of the minor is not already on site, they should be contacted immediately.

When an ambulance has been called, the First Aider/Appointed Person should stay with the patient until the parent/guardian arrives.

Where it is decided that a patient should be taken to an Accident and Emergency Department, the First Aider/Appointed Person must either accompany them or remain with them until the parent/guardian arrives.

Hospital Treatment – Adults

If there is any doubt that an adult needs hospital treatment, the First Aider/Appointed Person should call an ambulance and continue to treat the patient until an ambulance arrives.

Hospital Treatment – Vulnerable People

Should the First Aider/Appointed Person identify the patient as a vulnerable person (as per safeguarding training), the patient must be accompanied to hospital for treatment as per the Hospital Treatment for Minors procedure above.

Hygiene Control

Precautions to avoid infection should be taken including wearing single use disposable gloves, sanitising or washing hands thoroughly.

Reporting Serious Accidents/Incidents

Serious Accidents/Incidents include health & safety breaches, acts of violence, the need for hospital attendance, the need for calling an ambulance/other emergency service, administering of emergency medication e.g. EpiPen. Full details of the accident and the situation surrounding the accident must be recorded on an Accident Report Form.

In these cases, direct contact with the Rector and the Health and Safety Lead must be made by sending a single e-mail to all as follows:

office@stmargaretslee.org.uk

community@stmargaretslee.org.uk

rector@stmargaretslee.org.uk

Depending on the severity of the incident; should there be a need for immediate contact, please telephone:
0208 318 9643 Operations Manager (try first during office hours)

0208 318 5438 Rector

Do not leave answerphone messages and assume contact has been made. It is essential that verbal contact is achieved as soon as possible.

The Health and Safety Lead will decide if the accident/incident is reportable under RIDDOR (Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 2013) in accordance with the HSE (Health and Safety Executive) regulations.

Residential/External Activities

These must be risk-assessed by the Activity Leader (Appointed Person) and suitable first-aid supplies should be taken. Any participant with a pre-existing medical condition/potential for emergency medication (e.g. EpiPen, asthma pump) must provide details of their care plan and in the case of a minor, their parent/carer should accompany the activity.

Retention of Accident Records

Accident records will be retained for the following periods:

Adults – date of the incident + 6 years

Children – DOB of the child + 25 years

Records will be stored in a locked cabinet in the Visitors' Centre.

Addresses for Emergency Services:

Church: Lee Terrace SE13 5DL

Kingswood Halls: Kingswood Place, Dacre Park, SE13 5BU

Visitors' Centre: Brandram Road, SE13 5EA

St. Margaret's Lee is committed to the care, safeguarding and well-being of all our community.

Safeguarding Concerns can be reported to the Parish Safeguarding Officer, Miranda Lawson

Telephone: 020 8318 9643

e-mail: community@stmargaretslee.org.uk

Write to: St. Margaret's Visitors Centre, Brandram Rd, Blackheath, London SE13 5EA

Health & Safety Guidance <http://www.hse.gov.uk/firstaid/faqs.htm>