



# Health and Safety for congregations

## First Aid Guide

### How this guide can help you

Accidents and illness can happen at any time. First aid can save lives and can prevent minor injuries from becoming major ones. The following steps will help ensure you are prepared.

#### In this section you will learn:

- What you should have in your first aid kit
- Where you should keep your first aid kit
- What your first aid kit should look like
- First aid training and instruction
- How to maintain your first aid kit
- How to complete a first aid record
- Consultation and communication

#### The practical tools you will find:

- Tools to assess your first aid requirements and sample first aid inventory
- A sample first aid, hazard, incident and injury record
- A sample first aid procedure

### What should I have in my first aid kit?

A first aid kit should include equipment for providing basic first aid. You can download the *First Aid Contents* form as a starting point. This will be suitable for most congregations. There may however be additional needs where higher risk activities are performed. When working with children their specific needs should also be considered.

It might seem like a lot to think about, but our tools will help guide you. Following this manual will help ensure your first aid kit is always fit for purpose and you are ready to help those around you. Remember to review it at least annually and when undertaking a new activity, such as a working bee or a youth camp.

### Location of first aid kits

Anyone performing work for us must have quick access to a first aid kit even when they are away from our premises. If you are performing a church activity offsite, ensure there is a first aid kit available. Keep first aid kits wherever there is a higher risk of injury or illness, such as the kitchen and in church vehicles.

You should also think about anyone who might work alone. Ensure they have a way of communicating and calling for help. When caring for children when they are away from their parents, we must also ensure there is a first aid kit readily accessible to adults at all times.





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### First aid kit appearance and signage

First aid kits can be any size or shape but each kit should be:

- Immediately identifiable with a white cross on green background
- Made of a material that will protect the contents from dust, moisture and contamination

It should also contain a first aid inventory. A *First Aid Contents* form is available for you to complete.

Displaying well-recognised first aid signs will also help people easily locate the first aid kit in a hurry.

### First aid coordinators and training

Each congregation should have a trained first aid coordinator where possible, particularly when higher risk activities are performed. High risk activities include (but are not limited to) commercial cooking, the operation of powered tools used in a men's shed or children's ministry. First aid coordinators can gain the necessary skills and knowledge from a registered training organisation. You may however want to talk to members of your congregation to see if anyone already has the necessary skills and qualifications.

Where children are in our care for an extended period of time and away from their parents, there are additional requirements. There must be a trained first aid officer onsite. When working with children, first aid officers must hold an approved first aid qualification relevant to children. There must also be someone onsite trained in anaphylaxis and emergency asthma management.

### Maintaining the first aid kit

A person in the church (often the first aid coordinator) should be nominated to maintain the first aid kit. The nominated person should:

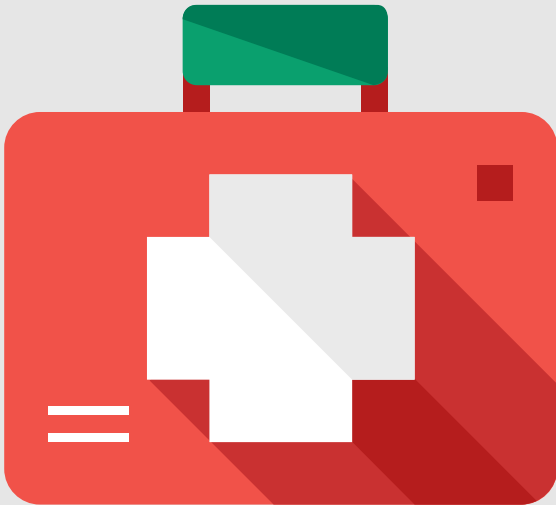
- Monitor usage of the first aid kit and ensure items used are replaced as soon as practicable after use
- Maintain an inventory list
- If the first aid kit is not used (at least annually), check it to ensure it contains a complete set of the required items. You should also check they are in working order and within the expiry date.

### Completing a first aid record

Congregations must keep a record of all first aid treatment provided, as soon as possible. When required an incident report form may need to be completed. Keeping records will also help identify patterns of injuries and illness. First aid records should be reviewed regularly to ensure first aid arrangements continue to be appropriate.

When children are in our care and away from their parents, there are additional requirements. In addition to completing a first aid record, parents must also be notified of an incident, injury, trauma or illness as soon as practicable and within 24 hours.





## First aid procedure

A first aid procedure displayed for the congregation can help everyone know what to expect when first aid is required in a hurry. To help, we have created a *First Aid Procedure* template you can download and complete. You should also document your first aid arrangements in your emergency plan.

When making decisions about your first aid arrangements it is also important to consult with your staff and volunteers and let them know where your first aid kits are located.

## Commit to action

Committing to action is important. To help you get started, we have provided everything in one place to make this process easy for you.

- Determine what is required in your first aid kit
- Keep a first aid inventory
- Nominate someone to maintain the first aid kit
- Determine your first aid arrangements in consultation with staff, volunteers and contractors
- Document your first aid arrangements and make them available to all staff, volunteers and contractors
- Update your emergency plan to include your first aid arrangements
- Keep a record when first aid is administered
- Review your first aid arrangements annually or when you undertake a new activity

## Additional information

Additional to first aid, related information has been provided for you to download and complete. This includes:

- A template for developing an *Emergency Plan*
- *First Aid, Hazard, Incident and Injury Record*

