



Health and Safety for congregations

First Aid Procedure

Why

Accidents and illness can happen at any time. First aid can save lives and can prevent minor injuries from becoming major ones. This procedure details the first aid arrangements for this congregation / church.

Who

This procedure applies to all staff, volunteers, visitors and anyone else who connects with this congregation / church to undertake an activity.

This procedure also applies to children in our care, away from their parents (i.e. children's ministry, youth camps).

How - First aid arrangements

First aid coordinator(s):

First aid coordinator contact(s):

First aid coordinator(s) availability:

First aid kit location(s):

The nominated first aid coordinator has undertaken appropriate training. They are qualified to provide basic first aid to help preserve life until the person receives first aid recovers or receives medical attention.

The first aid coordinator is responsible for:

- Monitoring usage of the first aid kit and ensure items used are replaced as soon as practicable after use;
- Maintaining an inventory list of first aid items;
- If the first aid kit is not used, at least annually, checking it to ensure it contains a complete set of the required items that are in working order and within the expiry date.

Staff and contractors have been provided training and instruction on these first aid arrangements.

If you have any specific first aid needs (such as asthma or severe allergies), you should notify your first aid coordinator. This information will be kept confidential.





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Reporting hazards, incidents, injuries and first aid

All staff are required to report hazards, incidents and injuries. This is an important way to help prevent recurrence. If first aid is provided, you must also make record in our First Aid, Hazard, Incident and Injury Record.

When children are away from their parents and in our care, there are additional requirements. Parents must be notified of an incident, injury or trauma as soon as possible, but no later than 24 hours of the incident. An First Aid, Hazard, Incident and Injury Record must also be made.

Infection control for first aid coordinators

It is important to implement proper infection control processes when providing first aid. The following infection control processes should be adopted by the first aid coordinator:

- Cover any cuts or wounds on their hands with a waterproof dressing(s)
- Wash hands with soap and water and apply disposable latex gloves before touching a wound, blood or other body fluids
- If splashed with blood or other body fluids, wash the area thoroughly with soap and water as soon as possible. Prompt medical advice should be sought
- If any of your clothing has been contaminated by body fluids, remove it as soon as possible and immerse it in a container of household bleach mixed according to instructions on the label
- Used dressings, bandages and disposable gloves should be disposed of by placing them into a plastic sealed bag (or a bio-hazard bag where available) before putting it into a rubbish bin or a sanitary bin
- Used instruments or equipment, should be cleaned thoroughly under running cold or warm water and then disinfected, preferably by immersion in a 1:80 bleach solution
- Remove any broken glass or sharps with forceps or tongs and place into a sharps container. Seek immediate medical attention if a needle stick injury occurs.

Employee assistance program

Staff (including first aid coordinators) and their families can access the Employee Assistance Program for counselling and support following an incident. The Employee Assistance Program is confidential and can be accessed:

▶ By phone: 1300 307 912

▶ Web page: peoplesense.com.au

For individuals who would like additional information in another language, the WorkSafe WA website has many helpful resources. The website is available at www.commerce.wa.gov.au/worksafe
There is a link to select your preferred language 'Other Languages' if you scroll down the page.



Uniting Church in Australia
Western Australia



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