



First Aid Policy

Version	Review Date	Reviewers	Notes
2	November 2018	Karon Cormack Adrienne Cartwright Andrea Young	
3	February 2023	Gillian Leitch Karon Cormack Adrienne Cartwright	Added legal obligations, line about not needing first aiders at all events, note about child being accompanied by PVG adult

Introduction

Newton Mearns Baptist Church is committed to providing appropriate First Aid measures. To meet our commitment, the following policy has been put into effect.

Legal obligations

As an employer, NMBC is required to provide “adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work.” The Health and Safety Executive states that “What is ‘adequate and appropriate’ will depend on the circumstances in the workplace. This includes whether trained first-aiders are needed [and] what should be included in a first-aid box.” It also clarifies that “the Regulations do not place a legal duty on employers to make first-aid provision for non-employees such as the public or children in schools. However, HSE strongly recommends that non-employees are included in an assessment of first-aid needs and that provision is made for them.”

Equipment & Training:

- NMBC has three clearly marked First Aid boxes, available to any person for events held within the church building. These are located in the Kitchen, Oasis Café and the Church Office. The boxes are checked monthly and replenished as necessary.
- NMBC has an AED (automated external defibrillator) defibrillator located in the entrance foyer. It is checked daily to ensure it is fully charged should its use be necessary at any time. It is easy to use, even by someone not qualified as a first aider, in the event of an emergency. Using it can help save someone’s life.
- NMBC has a fixed landline telephone for calling emergency services, located in the Church Office.

NMBC will review and provide basic First Aid Training to ensure an appropriate number of qualified first aiders is spread across ministries and organisations. The activities undertaken in the church give rise to a low risk of accident and injury. Consequently, we do not believe it is necessary to ensure qualified first aiders are in place for these activities. A notice will be displayed in the foyer advising who the qualified first aiders are. The following persons are qualified as emergency first aiders (until September 2024):

- Adrienne Cartwright
- Elaine Nicol
- Lorna Machines
- Gillian Leitch
- Lesley Anne Shepherd
- Lucy Hemmingsley
- Judy Goodenough

Responsibilities of Organisers & Group Leaders

It is the responsibility of the Event Organiser to appoint one (or more) 'Responsible Persons' appropriate to the event. Unless otherwise stated, the event organiser will be considered to be the responsible person.

Prior to the Event:

- The Event Organiser should assess the level of First Aid they may require for their event and ensure appropriate cover is in place. For example, a large children's event is likely to be very different compared to an adult bible study.

- Depending on the outcome of the assessment (above), this may need the attendance

of one of the above qualified first aiders.

- The Event Organiser should ensure the whole group is aware who the Responsible Person is.

- Any relevant medical and other information (particularly in the case of children and young people) should be known and kept in the safe possession of the Responsible Person, but only for the duration of the event in accordance with GDPR regulations.

- The Responsible Person must familiarise themselves with the location of the First Aid boxes and emergency telephones.

- If the event is external to the building, special separate consideration must be made as to the availability of First Aid boxes at the venue, available methods of contacting the emergency services and time it may take the emergency services to reach the injured person.

In the event of a Medical Emergency:

The Responsible Person will bear the following duties in the event of a medical emergency:

- Assess the medical emergency/injury and decide if external medical assistance is immediately required. **IF IN ANY DOUBT, DO NOT HESITATE TO IMMEDIATELY CALL THE EMERGENCY SERVICES USING 999.** (It is reasonably expected you will have access to a mobile phone)
- Stay with and reassure the injured person that help is on its way
- Liaise with the emergency services on their arrival and provide any assistance required by them.
- Make contact with the 'next of kin' to advise them of the situation. Where first aid has been administered to a child or young person and/or the emergency services have been called, you must make contact immediately with the parent and/or guardian (the emergency contact) as listed on their consent form to inform them.
- Thereafter, you should contact one of the church Pastor(s) or if unavailable, one of the Elders to advise them of the situation.
- Where a child or young person is involved, the responsible person should also make immediate contact with the person they gave the 'Out of Church Event Form' to if the event at which first aid has been administered and/or the emergency services have been called to is out-with the church.
- If a child or young person is transferred to hospital, they must be accompanied by someone with a current church PVG.
- The Responsible Person must record any incidents requiring the application of First Aid and/or attendance by the emergency services in the Church Accident Book and

also complete an Accident & Incident Reporting Form. The former is located in the church office and a reporting form can be downloaded from the church website.

- Following an incident that has required an accident form to be completed either the events organiser or one of the leadership team should contact the injured person the following day to check if the person has recovered and is well.