



PRESBYTERIAN
CHURCH OF
VICTORIA



First Aid guidelines

Implementation of these First Aid guidelines is an essential part of providing safe ministry within the Presbyterian Church of Victoria.

- Every church must have at least one suitably stocked and up to date first aid kit on-site.
- Some churches will require more than one kit, due to the number of buildings on-site. It is always important to remember that a timely response in a First Aid incident is essential, hence the need to have more than one kit on-site in the case of multiple buildings used for ministry on the church property.
- First Aid kits must be stored in an easily accessible and clearly identified area, out of reach of children.
- All employees and volunteers in ministry in the church must be informed as to where to locate the First Aid kit(s) and ensure that they notify team leaders in the case of a First Aid incident.
- It is also important that if there is a Youth Group activity or camp activity which is conducted offsite that a travel kit is also taken to these activities.

The St John's Ambulance website – www.stjohn.org.au/ - has workplace kits which are ideal options for permanent on-site kits and Home/Outdoor/Sports kits for off-site events.

The Board (or relevant supervising body) of each church must designate a person or persons who will ensure the First Aid kit(s) are up to date. This includes:

- Monitoring the use of First Aid equipment and replacing any items used as soon as possible.
- Completing regular checks after the First Aid kit is used to guarantee the kit is stocked with all necessary First Aid supplies. Even if the kit is not used it should be checked on a monthly basis to guarantee all products are within the expiry date.
- Checking that First Aid items are in the correct and original condition (no seals are broken).
- Keeping appropriate records of First Aid incidents via the use of the First Aid Register Form and Incident Reports – also available at the Safe Church PCV website Forms page.

If a Session or Board wishes to appoint First Aid Officers for the church these officers need to be suitably trained or qualified people. "Suitably trained or qualified" includes people who have completed First Aid Training or people who completed such training in their profession (e.g. teachers) or people who have higher qualifications and training by virtue of their profession (e.g. nurses, doctors, surgeons).

Medication and Children attending ministry activities

During children's ministry activities, such as camps, it is not uncommon that a child or young person may have a mild complaint such as a headache and request a non-prescription medication e.g. paracetamol. These non-prescription medications should only be given when the child or young person's parent / carer has given permission, either on a registration form or verbally following a phone call at the time. It is always wise to make a phone call at the time even if you do have written permission, as parents like to know when their child is not feeling well.

In some instances, you may have a child or young person attending an event or a programme who needs to use prescription medication. In these instances, the parent / carer must provide clear written instructions. The medication must be kept in a secure location. Medication should always be administered by a senior leader in the presence of another leader. Both leaders must check the written instructions, make a note on the instructions of when the medication was administered, sign and print their names on the instructions. A copy of these instructions must be kept by the church.

In some instances, you may have a person attending an activity who has a chronic illness such as diabetes, epilepsy, allergies or anaphylaxis. In all instances where a person may require emergency medical treatment or first aid, all appropriate leaders should be informed and aware of what is required. If necessary, a first aid plan and emergency management plan should be provided by the person's doctor.

If you feel that your leaders are not adequately equipped to deal with a situation that requires them to administer medication or first aid, you must take steps to ensure that alternative measures are taken. These may include finding additional leaders, having a qualified first aid officer or asking the parent/ carer to remain on the premises. You should contact the Safe Church Unit if you have a particular concern.

This information is available at www.safechurchpcv.org.au/resources