

# First Aid Policy

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## SECTION 1 - INTRODUCTION

'Let each of you look not only to his own interests, but also to the interests of others.' Philippians 2:4 (ESV)

### PURPOSE

The purpose of this First Aid Policy is to ensure that St Alfred's Anglican Church, Blackburn, provides appropriate first aid care in the event of injury, illness, or a medical emergency during church services, programs, events, and other church-related activities.

### SCOPE

This policy applies to all clergy, staff, volunteers, Members, Leaders, visitors, and all adult or Child participants in programs or events conducted at or by St Alfred's Anglican Church.

### GUIDING PRINCIPLES

St Alfred's Anglican Church is committed to ensuring the safety and well-being of all staff, church members, and visitors. This policy is an outworking of this commitment.

Appropriate first aid measures will be in place to provide timely and effective care in the event of illness or injury.

### DEFINITIONS

Term	Definition
Asthma Plan	A written plan which helps the person with asthma and/or their carer recognise worsening asthma and gives clear instructions on what to do in response.
AED (Automated External Defibrillator)	A portable electronic device used to help those experiencing sudden cardiac arrest. It analyses the heart's rhythm and can deliver a shock if necessary.
Child	Anyone under age 18 years of age.
Emergency Services	Professional responders such as ambulance, fire, or police who are contacted by calling 000 in Australia.
EpiPen	An EpiPen is a brand of epinephrine auto-injector, a device used to administer a life-saving dose of adrenaline (epinephrine) during a severe allergic reaction called anaphylaxis. It's designed for quick and easy use by anyone, including those without medical training.
Finance and Business Administrator	Administrator responsible for receiving Incident Report Forms and notifying Senior Minister of their receipt.

First Aid	The immediate treatment or care provided to an individual suffering from an injury or illness until professional medical assistance is available or the person recovers (as defined by Safe Work Australia).
First Aid Kit	A collection of items to be used in instances where First Aid is required and complies with the guidelines outlined by Safe Work Australia <a href="https://www.safeworkaustralia.gov.au/doc/model-code-practice-first-aid-workplace">https://www.safeworkaustralia.gov.au/doc/model-code-practice-first-aid-workplace</a> .
Incident	Any occurrence that results in illness, injury, or distress to a person while on church premises or participating in a church activity.
Members	Anyone who regularly attends services at St Alfred's.
Leaders	All staff and Members with roles, offices and positions at St Alfred's who are over 18 years of age.
Trained First Aid Personnel	An individual who holds a current Statement of Attainment issued by a Registered and Accredited Training Organisation.

## ABBREVIATIONS

Word/Term	Definition
St Alfred's	St Alfred's Anglican Church, Blackburn North
ADOM	Anglican Diocese of Melbourne
AED	Automated External Defibrillator

## LEGISLATIVE CONTEXT

Name	Location
Professional Standards Uniform Act	<a href="#">Professional Standards Uniform Amended Regulations 2021 Final July 2021</a>
Safe Work Australia	<a href="https://www.safeworkaustralia.gov.au/doc/model-code-practice-first-aid-workplace">https://www.safeworkaustralia.gov.au/doc/model-code-practice-first-aid-workplace</a>

## RELATED POLICIES

Workplace Health and Safety Policy.	<a href="https://stalfreds.elvanto.com.au/pages/governance/">https://stalfreds.elvanto.com.au/pages/governance/</a>

## SECTION 2 - POLICY

<b>2.1</b>	<p><b>Requirements</b></p> <p>St Alfred's will ensure the following:</p> <ol style="list-style-type: none"> <li>1. A sufficient number of trained first aid personnel are available.</li> <li>2. At least one trained first aider is present during the 10:00 AM and 6:00 PM church services.</li> <li>3. A designated trained first aider is assigned for children and youth ministries/events (e.g., Pulse Youth Group, StAKs, and Drop-In Blackburn).</li> <li>4. A trained first aider is present at major events (e.g., Women's/Men's events, Christmas Eve, Easter).</li> <li>5. A designated trained first aider is available at church retreats or youth group weekends.</li> <li>6. Only trained first aid personnel will administer first aid unless none are available.</li> </ol>
<b>2.2</b>	<p><b>Certification</b></p> <p>First aid personnel holding a First Aid Certificate must complete annual CPR refresher training. A First Aid Certificate is valid for three years.</p>

## SECTION 3 – PROCEDURE

<b>3.1</b>	<p><b>1. First Aid Kits</b></p> <p>First aid kits are located in the following areas:</p> <ul style="list-style-type: none"> <li>• <b>Main Kit</b> – Kitchen</li> <li>• <b>Small Kit</b> – Creche</li> <li>• <b>Small Kit</b> – Meeting Room 4</li> <li>• <b>Small Kit</b> – Office</li> <li>• <b>Portable Kit</b> – Available in the church office upon request.</li> </ul> <ol style="list-style-type: none"> <li>1. Each first aid kit contains incident report forms.</li> <li>2. Clear signage indicates the locations of first aid kits.</li> <li>3. First aid kits will be audited after any major use and at least quarterly by the First Aid Officer, who will notify the Church Administrator of any required restocking.</li> <li>4. The contents of first aid kits must comply with the guidelines outlined by Safe Work Australia:  <a href="https://www.safeworkaustralia.gov.au/doc/model-code-practice-first-aid-workplace">https://www.safeworkaustralia.gov.au/doc/model-code-practice-first-aid-workplace</a> </li> </ol>
<b>3.2</b>	<p><b>2. Incident and Injury Reporting</b></p> <ol style="list-style-type: none"> <li>1. All incidents or injuries must be documented using the approved Incident Report Form. Go to <u>ADOM PORTAL</u> for link.</li> <li>2. Completed forms must be submitted to the Finance and Business Administrator for secure filing.</li> <li>3. Any trends in injuries or incidents will be reviewed and reported to the Parish Council for further action.</li> </ol>
<b>3.3</b>	<p><b>3. First Aid Training</b></p> <ol style="list-style-type: none"> <li>1. Training is reviewed and updated every three years.</li> <li>2. The cost of the training will be reimbursed by St Alfred's on receipt of the relevant Tax Invoice.</li> <li>3. First Aid training will be offered to St Alfred's members who indicate a willingness to be trained as St Alfred's Trained First Aid Personnel.</li> </ol>
<b>3.4</b>	<p><b>4. Automated External Defibrillator (AED)</b></p> <ol style="list-style-type: none"> <li>1. An AED is installed on the wall near the main entrance.</li> </ol>

	<p>2. AEDs are designed for use by both trained and untrained individuals.</p> <p>3. Follow all instructions included with the AED.</p> <p>Note: CPR must be administered prior to using the AED.</p> <p>4. The defibrillator will be checked annually to ensure it is in proper working order.</p> <p>5. If the AED's red handle is pulled and the seal is broken, the electrode pads must be replaced. This should be reported to the First Aid Officer and the Finance and Business Administrator.</p> <p>6. The Church Administrator is responsible for ordering replacement components.</p> <p>7. Instructional videos on AED usage are available:</p> <ul style="list-style-type: none"> <li>• <b>For Adults:</b> <a href="https://vimeo.com/user30189877/review/198751268/a65c05819d">https://vimeo.com/user30189877/review/198751268/a65c05819d</a></li> <li>• <b>For Children:</b> <a href="https://vimeo.com/user30189877/review/198753556/48fee52eae">https://vimeo.com/user30189877/review/198753556/48fee52eae</a></li> </ul>
<p><b>3.5</b></p>	<p><b>5. Specific Details</b></p> <p><b>1. Asthma Plans</b> are to be provided to Ministry Leaders by all attendees at children's events/programs and stored securely by Ministry Leaders and in the church's information system.</p> <p><b>2. Anaphylaxis Action Plans</b> are to be provided to Ministry Leaders by all attendees at children's events/programs and stored securely by the First Aid Officer where present (otherwise the Ministry Leader) and in the church's information system.</p> <p><b>3. EpiPens:</b> Children requiring EpiPens are to provide their own named EpiPen when attending St Alfred's children's programs/activities.</p> <p>Children under 12 years of age are to hand their named EpiPen upon arrival to the First Aid Officer for safekeeping.</p>

## SECTION 4 – GOVERNANCE RESPONSIBILITY

<b>Policy Owner</b>	Parish Council
<b>Policy Oversight</b>	Senior Minister
<b>Record Keeping</b>	Finance and Business Manager

## VERSION CONTROL AND CHANGE HISTORY

Version Number	Approval Date	Approved by	Review Date	Amendment
1.0	August 2025	Parish Council	August 2027	

## POLICY & PROCEDURE DIRECTORY REQUIREMENTS

<b>CATEGORY</b>
Governance Committee
<b>KEYWORDS</b>
First Aid, health and safety.

## PUBLICATION

For Group	Location
All Leaders and Members	<a href="https://stalfreds.elvanto.com.au/pages/governance/">https://stalfreds.elvanto.com.au/pages/governance/</a> <a href="https://www.stalfreds.org/about/parish-council/">https://www.stalfreds.org/about/parish-council/</a>

*Disclaimer: A printed or stored version of this document may be obsolete.  
The latest version is available in the church's document management system.*

# APPENDIX A: ACCIDENT/INCIDENT REPORT FORM

ADOM PORTAL- for live link



Anglican Diocese of Melbourne  
Melbourne Anglican Diocesan Corporation Ltd

## REGISTER OF INJURY / INCIDENT / HAZARD & INVESTIGATION FORM

Accident/Injury    
  Incident    
  Hazard    
  Near Miss

### PART A – INCIDENT DETAILS

Employee Name:	Parish:
Date of Birth:	Job Title:
Date of Incident: / / Time: a.m./ p.m.	Date reported: / / Time a.m./p.m.
Task being performed:	
Location where accident occurred (e.g. warehouse, office):	
What happened? Please include what work was being done, any tools or equipment involved: (e.g. slipped on wet floor whilst cleaning):	
Witnesses (if any): -	
Person completing the register (if not injured worker):	

### Part B - INJURY DETAILS

Nature of injury (e.g. cut, bruising, sprain)	
Body location of injury (e.g. shoulder, back)	
Injury Treatment	<input type="checkbox"/> No treatment
	<input type="checkbox"/> First Aid <i>Treatment Provided By:</i>
	<input type="checkbox"/> Doctor <i>Details: -</i>
	<input type="checkbox"/> Hospital <i>Details: -</i>
Is this a lost time injury?	
Is a Workers Compensation Claim being made?	

### Part C – ACKNOWLEDGMENT OF INJURY / DATE OF ENTRY

Employee	Signature	Date
Employer/Warden	Signature	Date



## REGISTER OF INJURY / INCIDENT / HAZARD & INVESTIGATION FORM

Part D – ACCIDENT / INCIDENT INVESTIGATION (to be completed for all reported incidents)							
Contributing Factors to Consider							
Person	Y	N	NA	Environment	Y	N	NA
Aware of the hazard				Adequate temperature conditions			
Suitable for the task				Adequate lighting			
Experienced at the task				Adequate working space			
Familiar with the work area				Clear floor and walkways			
Inducted to the site / task				Adequate housekeeping			
Using appropriate PPE				Safe noise level			
Job/Task	Y	N	NA	Equipment	Y	N	NA
Was training provided				Correct equipment used			
Supervision provided				Equipment in correct location			
Job Analysis performed				Equipment guarded			
Work procedures available				Preventative maintenance complete			
Task not modified / changed				Equipment working properly			
PPE provided				Equipment had not been modified			
Other contributing factors?							

Part E – RECOMMENDATIONS		
Please suggest possible solutions how to prevent a recurrence:		
<b>Can the risk be eliminated?</b> (circle Y or N)	<b>Y</b>	<b>N</b>
Why or How:		
<b>Can equipment or materials be substituted?</b> (circle Y or N)	<b>Y</b>	<b>N</b>
Why or How:		

PART F - ACTION PLAN		
Recommended Actions	Implementation Date	Responsibility

Part G – COMPLETION / SIGNATURES		
Employee	Signature	Date
Employer/Warden	Signature	Date