

First Aid Policy

Approved by the Kirk Session June 2026

Review every 3 years

1. Purpose

Hill Street Presbyterian Church is committed to providing a safe environment for all who attend worship services, ministries, meetings, and events. This policy sets out the arrangements for responding to illness, injury, or medical emergencies occurring on church premises or during church-organised activities.

2. Scope

This policy applies to:

- Employees of Hill Street Presbyterian Church.
- Volunteers and leaders.
- Members of the congregation.
- Visitors and guests.
- All church organisations and ministries operating under the oversight of the Kirk Session of Hill Street Presbyterian Church.

3. Policy Statement

Hill Street Presbyterian Church recognises its responsibility to take reasonable steps to provide appropriate first aid arrangements. These arrangements will be proportionate to the nature of church activities, the size of the congregation, and the risks identified through regular risk assessment.

The Church will:

- Maintain suitable first aid equipment.
- Identify and support trained first aiders where available.
- Ensure emergency procedures are communicated.
- Record significant incidents requiring first aid.
- Review first aid arrangements regularly.

4. First Aid Arrangements

4.1 First Aid Equipment

Hill Street Presbyterian Church will maintain appropriately stocked first aid kits in designated locations throughout its premises.

The locations of first aid kits will be clearly identified and communicated to leaders and volunteers.

A nominated individual appointed by the Church will check first aid supplies regularly and replace used or expired items.

4.2 Automated External Defibrillator (AED)

Where an AED is available on church premises, its location will be clearly signposted and communicated to leaders and volunteers.

Leaders and volunteers will be encouraged to familiarise themselves with its location and operation. Emergency services can provide guidance on AED use during an emergency call.

4.3 First Aiders

The Church recognises that some organisations and ministries have qualified first aiders while others do not.

Hill Street Presbyterian Church will seek to:

- Maintain a list of current qualified first aiders.
- Encourage leaders to undertake recognised first aid training.
- Ensure that details of available first aiders are accessible to ministry leaders.
- Consider first aid cover when planning larger events.

Where no qualified first aider is available, leaders should immediately contact emergency services when required and provide reasonable assistance within the limits of their competence.

5. Responding to an Incident

In the event of illness or injury:

1. Assess the situation and ensure there is no ongoing danger.
2. Contact a qualified first aider if available.
3. Call 999 immediately where there is serious injury, suspected heart attack, stroke, breathing difficulty, loss of consciousness, significant bleeding, or any other medical emergency.
4. Provide reasonable comfort and reassurance to the injured or unwell person.
5. Do not administer medication unless this forms part of an individual's own prescribed treatment and they are capable of self-administering it, or it is required under an agreed care plan.
6. Remain with the individual until appropriate help arrives.
7. Inform a member of staff, organisation leader, or designated church representative as soon as practicable.

6. Reporting and Recording

An accident or incident record shall be completed whenever:

- Emergency services are called.
- First aid treatment is provided beyond minor assistance.

- A significant injury or medical incident occurs.
- There is an incident which may give rise to insurance or safeguarding concerns.

Records shall be stored securely in accordance with data protection requirements.

7. Group Trips and Off-Site Activities

HSPC recognises that additional considerations may apply when activities take place away from church premises.

Leaders organising group trips, outings, residential events, or other off-site activities should:

- Undertake an appropriate risk assessment before the activity takes place.
- Consider the availability of first aid provision based on the nature of the activity, location, group size, and identified risks.
- Ensure that a suitably stocked first aid kit is available during the activity.
- Be aware of any relevant medical information, allergies, or support needs that have been appropriately disclosed by participants.
- Ensure that emergency contact information is available where appropriate.
- Know the address, location details, or access arrangements for the venue being visited.
- Ensure that participants know who to contact if they become unwell or injured during the activity.
- Seek to have a qualified first aider present for higher-risk activities, larger groups, or activities taking place in remote locations.

In the event of an accident, injury, or medical emergency during a trip or off-site activity, leaders should follow the procedures outlined in this policy, contact emergency services where required, and notify a member of church staff or an appropriate church representative as soon as reasonably practicable.

Any accident or incident requiring first aid treatment, medical attention, or emergency services involvement must be recorded using the Church Accident/Incident Report Form following the activity

8. Responsibilities

8.1 Kirk Session

The Kirk Session of HSPC is responsible for:

- Approving and reviewing this policy.
- Ensuring suitable first aid arrangements are in place.
- Supporting training where appropriate.
- Monitoring compliance with health and safety procedures.

8.2 First Aid Coordinator

First Aid Coordinator will:

- Support implementation of this policy.
- Ensure first aid equipment is maintained.
- Maintain records of trained first aiders and incidents.

8.3 Ministry Leaders

Leaders will:

- Familiarise themselves with emergency procedures.
- Know the location of first aid equipment.
- Report accidents and incidents promptly.
- Seek assistance without delay when medical attention is required.

9. Training

Hill Street Presbyterian Church encourages ministry leaders and volunteers to undertake recognised first aid training appropriate to their role.

Particular consideration should be given to ensuring that children's, youth, older persons', and large public-facing ministries have access to trained first aid support wherever reasonably practicable.

10. Review

This policy shall be reviewed every three years, or sooner if legislation, guidance, church activities, or identified risks change.

The Kirk Session of Hill Street Presbyterian Church has responsibility for ensuring that this policy remains effective and appropriate to the needs of the congregation.

Appendix 1 – Local First Aid Arrangements

Church Details

Hill Street Presbyterian Church

Hill Street

Lurgan

Craigavon

BT66 6BQ

In an emergency, callers should provide the church address above to the emergency services and follow any instructions given by the operator.

Automated External Defibrillator (AED)

The Church AED is located:

In the corridor outside the Minor Hall.

The location of the AED should be clearly signposted and made known to leaders, volunteers, and staff.

In the event of a cardiac emergency, call **999 immediately** and follow the guidance provided by the emergency call handler.

First Aid Coordinator

The designated First Aid Coordinator for Hill Street Presbyterian Church is:

Jonathan Warnock

Responsibilities include:

- Coordinating first aid arrangements within the Church.
- Ensuring first aid kits are checked and replenished as required.
- Maintaining records of trained first aiders.
- Supporting the recording and reporting of incidents and accidents.
- Reporting any concerns regarding first aid provision to the Kirk Session.

First Aid Kits

First aid kits are located at designated points throughout the church premises

Ministry leaders and organisation leaders should familiarise themselves with the location of the nearest first aid kit before activities begin.

The First Aid Coordinator will arrange regular checks of all kits to ensure supplies remain stocked and in date.

Accident and Incident Reporting

All significant accidents, injuries, medical emergencies, or incidents requiring first aid should be recorded using the Church Accident/Incident Report Form.

Completed forms should be submitted to the Church Office or the First Aid Coordinator as soon as practicable and stored securely in accordance with data protection requirements.

Trained First Aiders

A current list of qualified first aiders will be maintained by the First Aid Coordinator and made available to church staff, ministry leaders, and organisation leaders.

When organising larger events, leaders should consider whether a qualified first aider should be present.