

**THE PAROCHIAL CHURCH COUNCIL  
OF THE ECCLESIASTICAL PARISH OF LITTLE HEATH  
(Registered Charity No. 1133045)**

**First Aid and Administration of Medication Policy**

**First Aid**

Adults working with children, young people and vulnerable adults should be aware of basic first aid techniques. All staff and volunteer workers are encouraged to have some First Aid knowledge and the Parish encourages access to First Aid training.

When administering first aid, wherever possible, adults should ensure that another adult is aware of the action being taken. Parents and carers should always be informed when first aid has been administered. If the injury appears to be serious, the emergency services should be called without delay.

All premises used by children have a First Aid kit. Its contents are stored in a clearly marked container. The contents are checked at prescribed intervals by a Warden or authorised person.

**Administering Medication**

In circumstances where children, young people and vulnerable adults need medication regularly, an agreed plan needs to be established to ensure their safety and protection, as well as for the adults who are working with them. Depending upon the age and understanding, they should where appropriate, be encouraged to self-administer medication or treatment including, for example, any ointment or use of inhalers.

**As a Parish we ensure that:**

- Workers/helpers for children and youth groups, or a group for vulnerable adults, understand the extent and limitations of their role in applying basic care and hygiene tasks for minor abrasions and understand where an injury requires more experienced intervention.
- There are trained and named individuals to undertake first aid responsibilities.
- Training is regularly monitored and updated.
- Arrangements are in place to obtain parental consent for the administration of first aid or medication.

**This means that adults should:**

- Explain to the child, young person or vulnerable adult, what is happening.
- Always act and are seen to act in the best interests of the child, young person or vulnerable adult.
- Report and record any administration of first aid or medication in the Accident Book in the Church Foyer or Hall kitchen, as appropriate.
- Always ensure that an appropriate health/risk assessment is undertaken prior to undertaking certain activities.

This policy was adopted as a whole by the PCC in September 2024

Incumbent .....

Church Wardens ..... *JCS* ..... *SBlake*

Date: *6/11/24*... (next review September 2025)