FIRST AID

WITARD ROAD BAPTIST CHURCH NORWICH

This policy was agreed at the church meeting held on **Monday 19 March 2018**.

It will be read annually at the church meeting held in the month of **March** where progress in carrying it out will be monitored.

- The Church has a First Aid cabinet which is located in the kitchen area of the Worship Centre and a First Aid Box in the kitchen of the church hall.
- Accident Books are located in the kitchen area and church hall kitchen.
- The reporting of accidents is a legal requirement. To comply with the Data Protection Act all Accident Forms should be completed in accordance with the instructions on the book and handed in to the church office where they will be filed and kept confidentially.
- In the event of an ambulance being required, a telephone is located in the church office.

The person responsible for upkeep of the First Aid boxes at Witard Road Baptist Church is **Cathy Sands**

Current Qualified First Aiders are: **Emma Mussellwhite, Kevin Stone, Richard Durrant and Lanre Oyewale**