

Gamlingay Community Centre

First Aid Request Policy



Only qualified first aiders employed by, or volunteering for, the Gamlingay Community Centre (GCC) may give first aid support.

A list of qualified First Aiders will be displayed in the GCC along with the post code and grid reference for the use by the emergency services.

All GCC employees and volunteers to be made aware of who the qualified First Aiders are.

All First Aiders to be made aware of the location of First Aid box at the reception desk, which is for the use by the GCC employees and volunteers only.

The Centre Manager is responsible for ensuring that the First Aid box is adequately stocked at all times and all items therein are within their use by date.

In case of an emergency the GCC employees or volunteers should call immediately for an ambulance. Additionally, help may be requested from the Greensands Medical Centre.

For non-emergency incidents members of the public should be signposted, if it is open, to the Greensands Medical Centre.

All accidents and emergencies to be recorded in the Accident and Incident Book and reported to the Trustee Board.

All accidents and emergencies will be investigated.

All new members of staff and volunteers are to be made aware of First Aid Procedures and Policies.

An adequate number of First Aiders should be engaged and supported to ensure that they receive the necessary training to obtain a First Aid Certificate.