



FIRST AID

CODE OF PRACTICE

Document Control

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The Health and Safety (First Aid) Regulations 1981 set out the essential aspects of first aid which the University as an employer must provide. Although not duty bound by the Regulations to provide a first aid service for students, under the wider remit of the Health and Safety at Work Act 1974 the University has a general duty under Section 3, to provide as far as reasonably practicable, for the health and safety of any non- employed persons therefore for the purposes of this code of practice, these arrangements also shall also encompass visitors and students.

For the purpose of the Regulations, first aid is defined as:

- a. in cases where a person will need help from a medical practitioner or nurse, or treatment for the purpose of preserving life and minimising the consequences of injury and illness until such help is obtained, and
- b. treatment of minor injuries which would otherwise receive no treatment or which do not need treatment by a medical practitioner or nurse;

The Health and Safety (First-Aid) Regulations 1981 (as amended)

This code of practice outlines the duties of the University to provide a first aid service and the procedures for fulfilling them. The University will make provision for first aid by:

1. Ensuring there is adequate and appropriate equipment and facilities to provide first aid to employees (and non-employees) who become injured or ill at work;
2. Ensuring that there are a sufficient number of 'suitable persons' able to administer first aid if employees (and non-employees) become injured or ill at work.

Responsibilities

- **Personnel Office**

The University's Health and Safety Advisor shall monitor and audit first aid arrangements throughout the University, ensuring that an adequate number of staff are trained to the correct standard to be able to administer first aid appropriate to the level of risk staff and students may be exposed to.

The Health and Safety Advisor shall also ensure that this code of practice and any related guidance is reviewed regularly and updated in line with legislative requirements.

The Personnel department will facilitate all first aid training; ensuring appropriate training is offered to staff and supported by a schedule of regular refresher training to allow staff to remain competent to administer first aid. Records of all training shall be kept and updated accordingly by the Staff Development Co-ordinator. The Personnel Director will ensure a suitable budget is in place to facilitate a schedule of training and refresher training to all nominated first aiders.

- **Heads of School/ Department**

Heads of School/ Departments or Managers are expected to take responsibility to ensure that each department complies with this code of practice and that any staff nominated to undertake first aid duties understand their responsibilities as set out in this guidance. In particular Heads of Departments or Managers should ensure that an appropriate number of

staff are qualified to administer first aid to the standard appropriate to the level risk within their department. Most notably this will also include ensuring staff that travel abroad on University business, which includes accompanying University fieldwork trips; are suitably trained to provide assistance and support off-site first aid arrangements. Each department is responsible for checking and maintaining first aid supplies and equipment located in areas for which they have responsibility.

- **Estates Department**

The Estates department are responsible for notifying all staff, students and visitors of emergency first aid arrangements, through the provision of signage installed and maintained in all University buildings. The Estates department will also be responsible for ensuring adequate first aid equipment is provided maintained in all vehicles owned and controlled by the department.

Under the remit of the Estates Department, the Campus Manager will ensure that all Campus Operatives are trained to administer the appropriate level of first aid and that first aid training is refreshed regularly to maintain competence and records of such training are kept and maintained accordingly. Campus Operative staff will also be responsible for co-ordinating a first aid response across the campus and should utilise additional first aid trained staff to ensure that an efficient service is offered to all staff, students and visitors.

GUIDANCE FOR FIRST AID TRAINED STAFF

IN THE EVENT OF A MEDICAL EMERGENCY CONTACT: EXTENSION 3800 HOPE PARK or EXTENSION 3700 CREATIVE CAMPUS

All qualified first aiders must ensure that all first aid training is completed in full and all refresher sessions organised by the University are regularly attended.

First aider responsibilities

All University first aid trained staff must;

- Hold either a valid Emergency First Aid at Work certificate or; a First Aid at work certificate.
- Ensure their level of competence is upheld by attending regular refresher sessions arranged by the University.
- Ensure first aid boxes along with any relevant first aid equipment within their own work area are adequately supplied and maintained.
- Report any accidents or incidents using the University's Accident Report form, submitting all completed forms to the Health and Safety Advisor.
- Inform the University's Health and Safety Advisor should you wish to cease acting as a first aider or in the case of long-term absence or secondment or if you are leaving the University.

When responding to a first aid call all first aid trained staff should respond immediately and work to;

- 1) Assess the situation quickly and safely.
- 2) Summon additional help where appropriate.
- 3) Attend and treat any injured persons quickly and appropriately, within the limitations of the training issued by the University.
- 4) Protect themselves, any injured persons and others at the scene from any imminent dangers. (e.g. in the case of a road traffic accident, a cordon should be secured)
- 5) as far as is reasonably practicable; prevent cross- infection by wearing gloves and washing hands before (if possible) and after administering treatment.

Where further medical treatment is required, all requests for transportation to hospital, including all medical emergencies must be co-ordinated through the Security Lodge - using Extension 3800 for Hope Park and Extension 3700 at Creative Campus.

First Aid Supplies

As a minimum, each department's first aid supplies should consist of the following, please note the items listed may be supplemented depending on the risks identified. (This list is not exhaustive.)

- Individually wrapped sterile adhesive dressings
- Sterile eye pads
- Triangular bandages
- Safety Pins
- Individually wrapped sterile wound dressings
- Disposable gloves
- Adhesive tape
- Sterile scissors
- Individually wrapped moist wipes.

These contents should be stored in an easily identifiable first aid container.

First Aid containers should be checked regularly and restocked as appropriate. Should you require further guidance or first aid supplier recommendations please contact the Health and Safety Advisor.