

**FIRST AID POLICY**

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1. Policy Summary

Under the Approved Code of Practice and Guidance, Health and Safety (First Aid) Regulations (Northern Ireland) 1983 Queen’s University has a duty “as an employer to provide, or ensure that there are provided such equipment and facilities as adequate and appropriate in the circumstances for enabling First Aid to be rendered to employees if they are injured or become ill at work”.

Please refer to Appendix (1) for Approved Code of Practice (ACOP) guidance regarding the public.

Schools, Institutes and Directorates are responsible for organising their internal First Aid provision for staff and students.

The University Safety Service provides advice on First Aid arrangements, organises training and undertakes audits of compliance.

2. Purpose

The purpose of this policy is to provide guidance on the required actions and responsibilities of those required to ensure the adequate provision of care and adherence to the Health and Safety ( First Aid) Regulations for staff , students and members of the public who become ill or injured whilst on Queens’ University premises.

3. Scope

This policy is applicable to University employees, students and visitors.

4. Definitions

First Aid is the assistance given to a sick or injured person using accepted techniques of treatment (excluding the administration of medicines) in order to:

* preserve life;
* prevent further harm;
* promote recovery;
* reassure while awaiting medical help.

Please refer to Appendix (2) for further details)

5. Specific circimstances

5.1 Medicines

First Aid does not include any responsibility for the provision or administration of oral medicines. First Aiders may assist people to take prescribed medication (e.g asthma inhaler) or their own over the counter medication (e.g. Paracetamol), only if they are confident that the person is self-administering the medication correctly; and as part of their wider First Aid assistance at the time.

5.2 Self- administered Adrenalin injection ( e.g. Epipen)

Current legislation empowers anyone to administer a medication ‘*to save a life’*. First Aiders are trained in the recognition of such circumstances (e.g. anaphalactic shock) and are therefore best placed to make such a judgement. First Aid training includes familiarisation with the use of self-administered adrenalin and First Aiders may assist an individual to self-administer or may administer it to an individual, if the circumstances justify such administration and as part of their wider First Aid assistance at the time.

5.3 Cardiac Defibrillators

Defibrillators of several types are increasingly available throughout the University campus and one is accessible through emergency security arrangements (Int. number 2222). They are designed to be used safely by anyone, without training. The device will give verbal instructions to the user regarding their safety and the safety of the patient. A defibrillation shock will only be delivered if the defibrillator is correctly attached to the patient and the cardiac rhythm detected by the machine is suitable for defibrillation. First Aid training includes familiarisation with the use of defibrillators in general, however First Aiders can arrange for training relevant to the defibrillator available in their area by contacting the University Safety Service.

Schools, Institutes and Directorates must ensure that any defibrillator available in their area is maintained in an accessible area and in a functional state. This includes the replacement of the battery or pads after use.

6. Responsibilities

6.1 Head of Schools, Institutes and Directors should:

* undertake an assessment of First Aid needs appropriate to the circumstances of each workplace. (See Appendix(5) for guidance)
* ensure that the First Aid policy is communicated and may appoint an appropriate person (e.g. School Manager) as the First Aid co-ordinator.

6.2 Co-ordinators should:

* undertake and review the School/Institute/Directorate assessment of First Aid needs;
* instruct new First Aiders regarding where the higher risk areas are, how to contact other staff in an emergency, safe egress routes etc;
* distribute information notices to First Aiders;
* organise stocking and replenishing of First Aid supplies and equipment;
* display and update First Aid notices;
* ensure staff and students are familiar with location of First Aid facilities and the list(s) of First Aiders in their working environment.

6.3 Employees / Students should:

* familiarise themselves with First Aid facilities available in their working environment

Please refer to Appendix (3) for further details

7. Communication, Co operation and Co-Ordination

## Information and other arrangements must be clearly communicated by Head of Schools/Institutes/Directors to senior managers, employees and students.

Please refer to Appendix (4) for details

8. Procedure

All work involving a significant risk to health must be the subject of a suitable and sufficient risk assessment. Please refer to Appendix (5) for details.

9. First Aid Training

All Queen’s security staff and all externally contracted security staff are certified First Aiders.

First Aid training courses can be booked though the University Safety Service. Details are provided on the University Safety Service website. Employees or students wishing to attend a First Aid course must obtain approval from their co-ordinator. New employees who wish to be recruited as First Aiders and have a valid certificate must forward it to the University Safety Service for verification.

10. Obtaining First Aid assistance

If someone is injured, or becomes unwell and needs help, the nearest First Aider should be contacted, and asked to attend. The First Aider will assess the situation, provide help, request assistance from other First Aiders if necessary, and stay with the casualty until recovered or arrangements for further care, if needed, are made.

11. Equipment.

The Head of School/Institute/Director is responsible (via the First Aid co-ordinator) for the maintenance and storage of First Aid supplies and equipment.

Please refer to Appendix (6) for details.

12. Records

The Head of School/Institute/Director (via the First Aid co-ordinator) is responsible for keeping a written record provision of any instruction and training provided.

Please refer to Appendix (6) for details.

13. Monitoring/Audit

Heads of School/Institutes/Directors should monitor compliance with this policy and take appropriate action where necessary. Records of risk assessments, instruction and training, and maintenance of supplies should be made available for inspection by internal/external auditors.

14. Remuneration

Nominated First Aiders will receive payment in acknowledgement of the additional responsibility and the value the University attaches to their services. This annual payment (£150) is paid with salaries

15. Indemnity

All First Aiders who hold a valid First Aid at work certificate will be covered by the University’s Public and Employer’s liability insurance, this insurance covers First Aiders for:

* claims of negligence made by individuals against the First Aider;
* injury to self providing negligence on the part of the University or it’s employees can be established.

16. References

Health and Safety (First Aid) Regulations (NI) 1982

1982 St Johns Ambulance First Aid

Appendix

1) Guidance - ACOP First Aid at Work (Northern Ireland) 1982

These regulations do not oblige employers to provide First Aid for anyone other than their own employees. Indeed regulations requiring First Aid provision for members of the public cannot be made under the Health and Safety at Work (Northern Ireland) Order 1978. However, the Health & Safety Executive (N.I.) ‘strongly recommends’ schools and colleges to include students and visitors in First Aid risk assessments.

2) Definitions

A First Aider is defined as persons who have received training in accordance with Health and Safety Executive requirements.

**A First Aider** is a trained person who holds a valid certificate of competence in “First Aid at work” which is valid for three years. Requalification is required before the three year period has elapsed.

**An appointed person** is a responsible person whose duty it is to take charge of the situation if injury or illness occurs**.** They are appointed by University for emergency cover in the absence of a First Aider. They must have attended a basic 4 hour training programme and undergo periodic requalification.

3) Responsibilities

The Head of School/Institute/Director must ensure that;

* new employees are shown location of First Aid facilities;
* details of First Aid facilities are displayed on School/Directorate Information board(s), if appropriate; information is available about how to access First Aider in an emergency
* emergency phone numbers are updated.

Employees must ensure they are;

* familiar with the First Aid facilities available in their working environment.

4) Communication, Co operation and Co-Ordination

1. Accurate, accessible information on how to obtain First Aid is essential for an effective response.
2. All new staff, and students in a School/Institute/Directorate should be provided with information at induction on how to obtain First Aid assistance. First Aid notices should be posted up in communal areas, e.g. lift lobbies, entrance halls and in areas where enquiries on where to find a First Aider are likely e.g. reception & messenger desks, general offices, notice boards, departmental web site.s
3. Notices should be easily recognizable through use of the standard First Aid symbol (a green cross) & provide information on:
   * the name, room number & telephone number of First Aiders within the building or department;
   * who the nearest First Aiders are;
   * the location of the nearest accessible First Aid box;
   * campus telephone numbers for obtaining emergency assistance;
   * arrangements for obtaining help outside normal hours, if different.

vii. Laboratories, kitchens, workshops and large offices should each have a notice posted up providing information on how to access the nearest First Aiders, First Aid equipment and how to summon additional help if needed.

viii. Rooms occupied by First Aiders, or holding a First Aid box for general use should have an appropriate notice displayed on the outside of the entrance door.

ix. All First Aid notices should be regularly checked for accuracy and up-dated. Notices will need altered if a listed First Aider leaves, moves location or does not renew their certificate and to provide information on new First Aiders.

x. All First Aiders need to be kept informed of changes in the location of other First Aiders. Lifesavers need to be specifically informed of how to obtain assistance from a qualified First Aider.

xi Location of First Aid Trained Personnel

First Aid trained personnel in the department are named on First Aid record by the First Aid coordinator. This list must be updated as required and should form the basis of the information on notices etc.

5) Procedure/Risk assessment appendix. (Regulation 3, Approved Code of Practice)

The risk assessment must include consideration of the number of First Aiders / appointed persons required based on;

1. Workplace hazards and risks;
2. History of accidents;
3. Number of employees and students;
4. Nature and distribution of the workforce.

Outcome

The assessment should specify;

1. How many First Aiders are needed in the School/Directorate;
2. Where they are needed;
3. What supplies and equipment are needed;
4. Where supplies and equipment should be located;
5. Where notices and signs should be posted.

The Health & Safety Executive (N.I.) does not stipulate the number of First Aiders needed in any workplace but gives the following guidance. In a low hazard environment (offices, shops, libraries) with up to 50 employees, at least one First Aider is required and if more than 50 are employed, at least one first Aider for every 100 employed. In a higher hazard environment (dangerous machinery, chemical manufacture, work with sharp instruments) with up to 50 employees, at least one First Aider is required and if more than 50 are employed, at least one first Aider for every 50 employed. Heads of School/Directors should consider the availability of First Aid trained security staff, qualified nurses and doctors in assessing their need for First Aiders in any location.

All Schools, Institutes & Directorates should therefore have access to a minimum of two First Aiders, in order to provide cover for periods of absence or illness. Managerial units which have facilities such as laboratories or in which hazardous materials (e.g. toxic chemicals, gasses, sharps or potentially dangerous machinery) are in use are likely to need at least twice that number. The University Safety Service can advise further on this.

In order for First Aid support to be rapidly and reliably obtained when needed.

1. Schools with fieldwork commitments must carry out an assessment of First Aid needs for these commitments. Fieldwork leaders must be trained to at least Appointed Person standard.
2. Where fieldwork takes place in remote locations, or where there may be a delay in obtaining help from emergency services, party leaders must be trained to qualified First Aider standard and carry a First Aid kit.
3. Students should receive basic First Aid & personal safety training before being required to work in the field for significant periods of time out of immediate contact with a trained leader. General information on fieldwork safety can be found on the University Safety Service website.
4. Sports Facilities. At least one First Aider must be available at times when sports grounds are in official use.
5. Accommodation. First Aid supplies and assistance should available at all times. A list of trained First Aiders should be available at all times. Supplies should be available at key locations (e.g. Accommodation Reception and elsewhere as determined by the risk assessment.)

6) Equipment

First Aid equipment onsite includes;

1) First Aid boxes and supplies, notices etc.

2) Medical room, if deemed necessary by the risk assessment.

i. Replenishment of First Aid supplies

The number of First Aid boxes and their contents will be in accordance with the needs as determined by the risk assessment. Typical contents for a First Aid box in a low risk office are given below. First Aid coordinators should ensure that that current supplies, remain in date; replacement First Aid supplies, which should comply with BS 8599, may be obtained from a variety of sources through local purchase. Advice on supplies and sources can be given by the Occupational Health and Safety Service.

ii. Monthly check of boxes

Each First Aid box has a ‘First Aid box contents monthly inspection record’ posted adjacent to it. The contents of each First Aid box shall be checked during the first working week of each month by the First Aid coordinator as follows

1. Confirm contents of the First Aid box corresponds to that laid down in the content sheet as appropriate.
2. Make arrangements for any deficiencies to be replaced the same day. Record inspection details on form.
3. Complete First Aid box contents monthly inspection Record forms will be replaced annually and the completed form held on file, for later inspection , if necessary school.
4. Obtaining First Aid - Contact details

Queens Security Emergency Ext. 2222 or 028 90 975099

Royal Victoria Hospital A& E 02890 240503

1. Example Forms
2. First Aid Box Content List
3. First Aid box Contents Monthly Inspection Record
4. Register of Departmental First Aid Facilities and First Aiders

**FIRST AID BOX CONTENTS LIST (OFFICE)**

|  |  |  |
| --- | --- | --- |
| **SERIAL** | **ITEM DESCRIPTION** | **QUANTITY** |
| 1 | EYE DRESSING (NO16) | 4 |
| 2 | TRIANGULAR BANDAGE | 4 |
| 3 | SAFETY PINS | 12 |
| 4 | WOUND PADS (8” X 6”) | 4 |
|  | WOUND PADS (6” X 4”) | 4 |
| 6 | CONFORMING BANDAGES 4” | 6 |
| 7 | WATERPROOF PLASTERS | 20 |
| 8 | PARAMEDIC SHEARS | 1 |
| 9 | NON STERILE GLOVES (NON POWDERED) | 1 BOX |

**FIRST AID BOX MONTHLY INSPECTION**

**BUILDING: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ LOCATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**KIT NO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- | --- |
| **DATE OF INSPECTION** | **INSPECTED BY** | **CHECK SATISFACTORY/**  **UNSATISFACTORY** | **REMARKS** |
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**REGISTER OF DEPARTMENTAL FIRST AID FACILITIES AND FIRST AIDERS**

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| **DEPARTMENT** | **FIRST AID FACILITY** | **LOCATION OF**  **FACILITY** | **NAMES OF**  **FIRST AIDERS** |
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