

First Aid Provision

1. PURPOSE

- 1.1 The purpose of this procedure is to define the University's method of having first-aid provision for each of their campuses to ensure the University is meeting its legal obligations.

2. SCOPE

- 2.1 This procedure is applicable from 1st August 2015 and applies across all of the University's campuses.

3. DEFINITIONS

First Aider	An employee of Ulster University who has a valid certificate of competence in first-aid at work (FAW) and is listed with Staff Development as a first aider.
Appointed Person	An employee appointed to take charge of the first-aid arrangements.

4. RESPONSIBILITIES

Vice-Chancellor

- 4.1 On behalf of the Council the Vice-Chancellor has executive responsibility to ensure, that the requirements of the health and safety legislation and the University health and safety policy are complied with. The Vice-Chancellor will ensure that responsibility for health and safety is properly assigned and accepted at all levels within the University.

Deans, Directors, Heads of Schools and Departments and Research Institute Directors

- 4.2 Deans, Directors, Heads of Schools and Departments and Research Institute Directors are responsible for the implementation of this procedure. They should ensure that:

- The staff in their school/department are aware of this procedure and their responsibilities.
- The first aid provision required in their area is risk assessed (with help from Health and Safety Services) and ensure that the level of cover assessed as necessary will be available to all relevant people at all appropriate times.
- Prospective first-aiders and appointed persons are identified and liaise with staff development for refresher/training.

First Aiders

4.3 First Aider is responsible for ensuring that:

- His/her first aid box is adequately stocked and readily accessible
- First aid signage in their area is correct
- They provide first aid assistance in accordance with their training when and wherever required across the University
- He/she calls the emergency services and security officers when required
- Any treatment provided is recorded
- Anyone who is injured is encouraged to complete an accident/incident form.
- H&S Services are notified quickly of any significant changes which may affect a first aider's availability to provide first aid cover

Appointed Persons

4.4 In locations where there is no first aider an appointed person should ensure that:

- Any first aid box which may be in that area is adequately stocked and readily accessible
- First aid signage in their area is correct
- He/she calls the emergency services and security officers for assistance when required

Sports Centres and Security officers

4.5 It is a requirement of Ulster University that all Security staff and Sports' Centre operational staff are qualified first-aiders. Security staff should bring a first aid box to the scene of any incident on campus where first aid assistance has been requested.

Staff Development

4.6 Staff Development is responsible for

- Organising of the initial training, annual refresher training and re-certification training courses.
- Maintaining the live register of first-aiders.

5. FIRST AID SUPPLIES

- 5.1 It is essential that risk assessments are carried out in each area to ensure that adequate first aid supplies are available. Health and Safety services staff can help with these risk assessments.
- 5.2 First aid boxes should be located with a trained first aider or Appointed person who is responsible for checking the contents (See Appendix 1)
- 5.3 In low risk areas, such as offices, there may be no requirement to have School/Department first aiders and there may be no need to have first aid boxes. However, as sticking plasters are the most commonly used first aid item these can be made available for staff and/or students if required.

6. FIRST AID PROCEDURE

General

- 6.1 Information on local first-aid arrangements must be given to all new employees and students as part of their general health and safety induction.
- 6.2 All staff and students should be informed/reminded by line managers/academic supervisors about both local and campus first aid arrangements at least annually. This could be as part of a H&S induction, School Board meetings, Course committees, via Blackboard, etc

Actions in the event of Ill Health or an Accident

- 6.3 If a member of staff, visitor or student becomes unwell or sustains an injury; they should seek assistance from the nearest member of staff.
- 6.4 In the case of a **very serious injury or illness** e.g. casualty found unconscious, a member of staff should immediately
 - Make sure the area is safe e.g. turn off a machine involved, if it is safe to do so
 - Dial (9) 999 directly and ask for the ambulance
 - Phone 22222 (DDI 028 701 23456) or use the Safezone app to notify security of exact location and what is happening
 - Contact the nearest first aider, if they know who that is
 - Stay with the casualty until assistance arrives
- 6.5 In the case of a **minor injury or illness** a member of staff should:-
 - Contact the nearest first aider, if they know who that is, or
 - Ring one of the numbers listed below, 22222 or 02870123456, or
 - Accompany the casualty to the nearest security desk or sports centre

EMERGENCY TELEPHONE NUMBER for all campuses	22222 (from internal phone) 70123456 (from mobile)
Security desk, Jordanstown	(028903) 66121
Security desk, Coleraine	(028701) 24480
Security desk, Magee	(028716) 75262
Security desk, Belfast	(028953) 67251

7. ASSESSMENT OF FIRST AID PROVISION

- 7.1 The provision will be dictated by the circumstances in each work area. No fixed level exists but each area needs to assess what personnel and facilities are appropriate. Health and Safety Advisors will give advice on type of provision and the number required. A manager requesting training in First Aid at Work must complete an Application for first aid training form, see Appendix 2, and forward this to Health and Safety Services.
- 7.2 In order to ensure coverage, schools/departments in the same part of a building must agree to share first-aid cover where required. Such agreements must be clearly communicated to all staff and students in that area.
- 7.3 Where specific hazards exist, e.g. use of cyanide or related compounds or use of hydrofluoric acid or where oxygen is required as an adjunct for first aid provision, etc.; the schools or departments must identify a person or persons who will undertake specialised additional training for first aid treatment of victims.
- 7.4 Schools/departments should assess whether first aid provision is required for:
 - Taking student groups off campus
 - Field trips
 - Events involving the public particularly under 16 year olds
- 7.5 Each first aider should have access to a fully equipped first aid box in their area see appendix 1.

8. TRAINING

First Aiders

- 8.1 Before taking up first aid duties, a first aider should have undertaken training and been assessed as competent in First-Aid at work (FAW). FAW training equips the first-aider to apply first-aid to a range of specific injuries and illnesses. A monthly honorarium is payable to Ulster University First Aiders on successful completion of their training.

Appointed Persons

- 8.2 Although not requiring first-aid training it is recommended that they attend a Heartstart course.

Annual refresher training

- 8.3 This must be undertaken by all First Aiders and can be attended by Appointed Persons. This course content includes
- Assessing the situation in an emergency;
 - Administering first-aid to a casualty who is unconscious (including seizure);
 - Administering cardiopulmonary resuscitation;
 - Administering first-aid to a casualty who is wounded and bleeding;
 - Administering first-aid to a casualty who is suffering from shock.

Re-certification Training

- 8.4 FAW certificates are valid for three years, however a qualified first-aiders can attend a course up to three months before the expiry date of their certificate. The new certificate will be effective from that date. If a certificate expires the individual will have to undertake the full three day course.
- 8.5 Staff Development will arrange for certification and re-certification training courses each year for those whose certification is due to expire and/or new first aiders.

9. INDEMNITY

- 9.1 Ulster University will support all qualified first-aiders who provide assistance in accordance with their current first aid certificate. They are covered under Ulster University's employer's liability insurance policy to administer first aid.

However the University prohibits any designated first-aiders providing first aid treatment that is outside the scope of their training, and not prescribed in the first aid training manual.

REFERENCE DOCUMENTS

- The Health and Safety at Work Order (NI)
- Management of Health and Safety at Work Regulations (Northern Ireland)
- Health and Safety (First Aid) Regulations (Northern Ireland)

APPENDIX 1

For Low Hazard areas that have an Appointed Person it is sufficient to only have a supply of individually wrapped, sterile adhesive dressings (Sticking Plasters)

ITEMS FOR FIRST AID BOX

There is no mandatory list of items to be included in a first-aid container.

The decision on what to provide will be influenced by the findings of the first-aid needs assessment. As a guide, where work activities involve higher hazards, a suggested minimum stock of first-aid items would be:

- A leaflet giving general guidance on first-aid (for example, HSE's leaflet: Basic advice on first-aid at work);
- Twenty individually wrapped, sterile adhesive dressings (assorted sizes), appropriate to the type of work (hypoallergenic plasters can be provided, if necessary); (dressings may be of a detectable type for food handlers)
- Two sterile eye pads;
- Four individually wrapped triangular bandages, preferably sterile;
- Six safety pins;
- Two large sterile individually wrapped un-medicated wound dressings;
- Six medium sized individually wrapped sterile un-medicated wound dressings;
- A pair of disposable gloves (see HSE's free leaflet: Latex and you).
- Where the mains tap water is not readily available for eye irrigation, at least one litre of sterile water or sterile normal saline (0.9%) in sealed, disposable containers should be provided. Once the seal has been broken, the containers should not be kept for re-use. Sterile eye irrigation liquids should not be used beyond their expiry date.

This is a suggested contents list only – equivalent but different items will be considered acceptable.

THE HEALTH AND SAFETY (FIRST-AID) REGULATIONS (NORTHERN IRELAND) 1982
APPROVED CODE OF PRACTICE AND GUIDANCE - 2011 REVISED
GUIDANCE

APPENDIX 2

Application for first aid training

This application must be completed for all staff applying for training under the First Aid at Work Regulations whether it is for the initial course or a refresher course.

As a line manager you should complete the information requested below in full and submit to healthandsafety@ulster.ac.uk

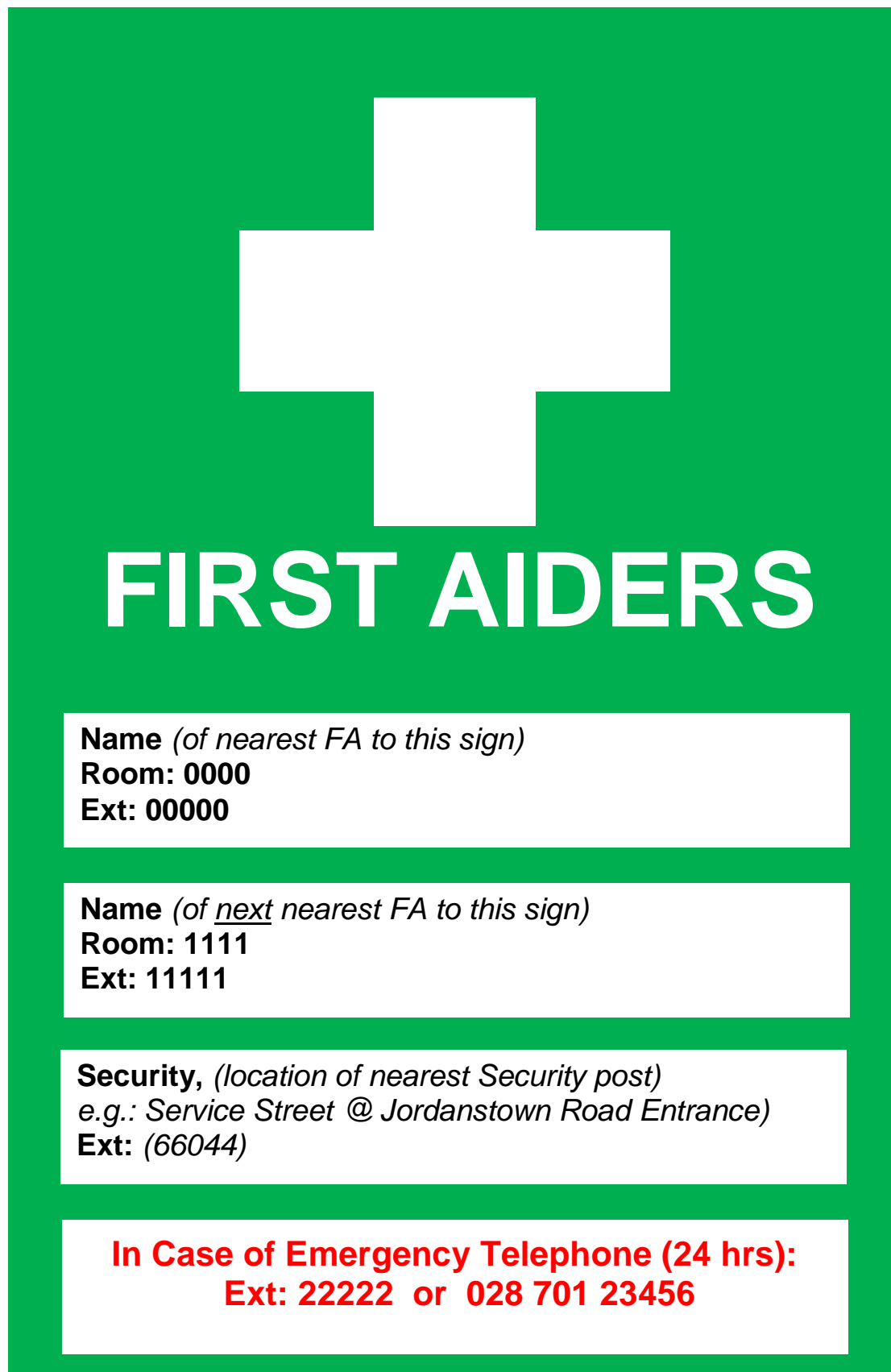
Person requiring first aid training

Name	Job title	Campus
Faculty/School/Department		
Employment arrangements		
Full time <input type="checkbox"/> Part time <input type="checkbox"/>	Permanent contract <input type="checkbox"/> Fixed term contract <input type="checkbox"/>	Staff number e.g. e1234567
Applying for	Initial 3 day first at work certificate course <input type="checkbox"/>	3 yearly refresher course <input type="checkbox"/>
When trained what areas/ blocks/ labs/ activities/people will they provide first aid cover for?		
What are the names of any other first aiders who also cover this area? Please note they do not necessarily need to be from your own Faculty/School/Department.		
What are your reasons for approving this training? e.g. replacing existing first aider who is leaving, taking student groups on fieldtrips / site visits <input type="checkbox"/> (give as much detail as possible)		
1.		
2.		
3.		
If this is an existing first aider applying for the refresher course please confirm		
1. Does he/she have a stocked first aid box readily available? Yes/No		
2. How many times he/she has administered first aid in the last 12 months?		
3. What was the last date he/she attended Heartstart training?		
4. That details on local first aid signs and information is up to date? Yes/No		

Manager's approval for the first aid at work training requested

Signature _____ Date _____

APPENDIX 3



A green rectangular sign with a large white cross in the center. Below the cross, the words "FIRST AIDERS" are written in large, bold, white capital letters. Below this, there are four white rectangular boxes containing text. The first box contains the name, room, and extension of the nearest first aid (FA) to the sign. The second box contains the name, room, and extension of the next nearest FA. The third box contains the location of the nearest security post and its extension. The fourth box contains the emergency telephone number (24 hours) and its extension.

FIRST AIDERS

Name (*of nearest FA to this sign*)
Room: 0000
Ext: 00000

Name (*of next nearest FA to this sign*)
Room: 1111
Ext: 11111

Security, (*location of nearest Security post*)
e.g.: Service Street @ Jordanstown Road Entrance
Ext: (66044)

In Case of Emergency Telephone (24 hrs):
Ext: 22222 or 028 701 23456