
Policy Statement
The University of Dundee recognises its duty to provide first aid for its staff, and it will also ensure that these arrangements take into consideration other people for whom the University has a duty of care.

Arrangements
Deans/Directors are responsible for ensuring that a sufficient number of suitable staff are nominated and resourced to be First Aiders or Appointed Persons to provide first aid for staff, students and visitors within their School/Support Service. The number required depends on a risk assessment that considers: foreseeability and severity of injuries; number of staff, students and visitors; staff absences and work patterns; specific activities eg field trips; cover provided by Security staff and First Aiders from other Schools/Support Services; and proximity to emergency services. These arrangements should cover staff working outside normal working hours. A suitable risk assessment form can be found below.

Deans/Directors must ensure that all their staff know how to summon first aid assistance. This information should be documented in the School/Support Service H&S Policy, and displayed on First Aid Notices which must be kept up to date.

First Aiders and Appointed Persons must ensure that first aid boxes are kept adequately stocked, and must keep records of all treatments in respect of injury or ill health. They should only provide treatment that they have been trained to provide. Additionally, if treatment has been given as a result of an accident at work, the University’s accident reporting procedure must also be followed.

First Aid training and supplies are provided by Occupational Health (e-mail l.mcnaughton@dundee.ac.uk; ext 86948).
Further information and advice is available from Safety Services on Ext. 84104 or Occupational Health (l.mcnaughton@dundee.ac.uk; Ext 86948)
Guidance Note on First Aid

Who are First Aiders and Appointed Persons?
First Aiders are staff who hold a current first aid certificate issued by a Health & Safety Executive approved organisation. A First Aid at Work Certificate is awarded upon successful completion of a 3 day training course. The certificate is valid for 3 years and refresher course must be undertaken before the expiry date of the certificate, otherwise the full training course must be undertaken to renew it.

Appointed persons are staff who have completed a 1 day first aid training course, and attended a refresher course every 3 years.

What items should a First Aider / Appointed Person hold?
1. Fully stocked First Aid Box—supplied by Occupational Health Service.
2. Treatment record.
3. This guidance note.

What responsibilities do First Aiders / Appointed Persons have?
1. Monthly check of First Aid Box.
2. Keeping records of all first aid treatment given.
3. Ensuring that their First Aid Certificates do not expire.

Are First Aiders / Appointed Persons at risk from infections such as HIV when dealing with bleeding or when trying to resuscitate someone?
No, provided that all sensible precautions are taken as detailed in their training. Disposable gloves should be available and blood spillages should be cleaned up promptly with a suitable disinfectant. Polythene shields (resusciades) are available and are placed over the face of the patient to allow for resuscitation without physical contact.

How do we call for an ambulance?
The appropriate University Emergency number should be used:
City Campus, Taypark and Botanic Gardens 4141
Wilson House 4141
Should First Aiders /Appointed Persons accompany ill or injured persons to hospital or home?
This depends on the circumstances. If the patient is transferred by ambulance to hospital then the First Aider/ Appointed Person does not accompany the patient. However, if the patient is transferred to hospital or taken home by taxi then the First Aider / Appointed Person or a nominated responsible person should accompany them. Taxis should be used for this purpose and charged to the School/Support Service.

Should next of kin be advised that first aid treatment has been provided?
Yes, except in the case of minor injury. Next of kin should be contacted as soon as possible, especially if the person is going to hospital or home.

Can a First Aider /Appointed Person give an aspirin to a member of staff with a headache?
No. With the exception of antidotes for some poisons used in the workplace (very rare) no medication of any kind i.e no aspirins, paracetamol, sprays or creams may be administered or prescribed by First Aiders. These must be administered under medical supervision e.g. GP or hospital.

Can a First Aider / Appointed Person administer the patient’s own medicine?
The First Aider / Appointed Person should assist the patient by reaching for the medication but should allow the patient to administer it to him/herself. In extreme emergency of anaphylactic shock the First Aider / Appointed Person, or another trained work colleague may administer an Epipen.
What First Aid Equipment & Facilities are provided?
A standard first aid box or portable first aid kit must be made available. The contents of the box or kit must be in accordance with the Health and Safety (First Aid) Regulations 1981.

What equipment should be contained in a portable first aid kit?
First aid kits should be kept in an easily identifiable (green with a white cross), watertight box and should include:

- Guidance card.
- 6 sterile adhesive dressings.
- 2 large sterile, unmedicated dressings.
- 6 individually wrapped triangular bandages.
- 2 sterile eye pads.
- 20 adhesive dressings (plasters) in assorted sizes.
- 6 safety pins.
- Disposable gloves.

No medication of any kind e.g. aspirin, paracetamol, sprays or creams may be kept in the first aid kit.

Who provides first aid materials?
Occupational Health Services will provide first aid materials

Should first aid material be discarded if it is beyond its expiry date?
Yes, contact Occupational Health Service (l.mcnaughton@dundee.ac.uk; ext 86948) for replacements.

Who organises first aid training?
Training is organised through Occupational Health Service upon receipt of a signed risk assessment form.

How do staff obtain first aid assistance?
Staff should make themselves aware of how to contact First Aiders/Appointed Persons in their places of work. Contact details are available on First Aid Notices posted throughout buildings, in School/Support Service H&S Policies.
and on Safety Services web pages. Out of hours at the City Campus first aid assistance can be obtained by dialing 4141, or at Ninewells Hospital by attending A&E.

**Should first aid treatment be recorded?**
Yes. Treatments must be undertaken strictly in accordance with the training provided. First Aiders / Appointed Persons must record details of all treatments in respect of injury or illness. Additionally, if treatment has been given as a result of an accident at work, the University’s accident reporting procedure must also be followed.

**Where can I get further information?**
Contact Safety Services (Ext 84104) or or Occupational Health (l.mcnaughton@dundee.ac.uk; Ext 86948).
Risk Assessment for First Aid Provision

1. School/Directorate:

2. Building:

3. Do any of the following apply: Yes  No
   Practising medical practitioners or practising nurses work in the immediate vicinity
   A&E Department is within a few minutes walking distance
   If so, then it is not necessary to send staff on a 3 day HSE approved First Aider training course and a 1 day refresher training course every three years but staff should be nominated for training as an Appointed Person. This is a 1 day training course with a 1 day refresher training course every three years.

4. Do any of the following apply: Yes  No
   May have to deal with injuries and ill health on field trips in remote locations when a response by Emergency Services will be delayed
   May have to deal with injuries and ill health out of hours in response to a 4141 emergency call
   May have to deal with serious injuries and ill health within Institute of Sport and Exercise facilities
   May have to deal with serious injuries resulting from an accident in a Workshop or with power tools/machinery
   May have to deal with serious injuries or ill health resulting from an accident in a laboratory
   If so, then it is necessary to send staff on 3 day HSE approved First Aider Training Course and a 1 day refresher training course every three years so that at least one trained member of staff is available at all times in the building (eg to cover for annual leave, sickness absence etc)

5. In all other cases the following will apply: Yes  No
   May have to deal with injuries and ill health resulting from routine low risk activities such as working in an office, library, and teaching accommodation.
   May have to deal with foreseeable minor injuries such as scalpel cuts and burns.
   If this is the case then it is not necessary to send staff on a 3 day HSE approved First Aider training course but staff should be nominated for
training as an Appointed Person. This is a 1 day training course with a 1 day refresher training course every year.

Yes  No

6. Are there any trained First Aiders/Appointed Persons in the building already (note they may be employed by another School/Directorate).

7. If so, how many First Aiders/Appointed Persons?

8. Why is it necessary to train additional staff?

9. Names of these staff

Head of School (Print Name) ________________________________

Head of School (Signature) ______________________ Date _________

Please send risk assessment to Occupational Health Service, or e-mail Lynsey McNaughton (l.y.mcnaughton@dundee.ac.uk)