First Aid Policy
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External queries relating to this document should be referred in the first instance to the Health and Safety Office: telephone 023 9284 3075 or email hsservicedesk@port.ac.uk.

The latest version of this document is always to be found at:  
http://www.port.ac.uk/departments/services/humanresources/healthandsafety/firstaid/
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First Aid Policy

**Summary**

**What is this Policy about?**
This policy lays out the duties of the University and its First Aiders and the procedures for fulfilling them.

The policy does not apply to the children attending the University Nursery or to patients of the University of Portsmouth Dental Academy.

**Who is this Policy for?**
This Policy is aimed at all staff with special emphasis on University trained First Aiders.

**How does the University check this Policy is followed?**
The Health & Safety Office carry out routine administrative processes e.g. reviewing and booking training, review of HS1 forms, updates to the webpages etc.

This policy and associated procedures and documentation are subject to internal audit.

**Who can you contact if you have any queries about this Policy?**
Any questions about this policy should be directed to the Health & Safety Office.
**Introduction**

The University of Portsmouth will comply with the relevant legislation with regard to provision of first aid to all employees and to ensure best practice by extending the arrangements as far as is reasonably practicable to students and others who may also be affected by our activities or injured on University premises.

This policy lays out the duties of the University and its First Aiders and the procedures for fulfilling them.

**Legislation**

The three main pieces of legislation of specific relevance to First Aid at Work are:

*The Health & Safety at Work Act 1974 (HSWA)*

Section 2.1 of the HSWA requires employers to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all his employees.

*The Management of Health & Safety at Work Regulations 1999 (MHSW)*

In order to implement the MHSW Regulations "Every employer shall make suitable and sufficient assessment of:

i. the risks to the health and safety of his employees to which they are exposed whilst at work

ii. the risks to ensure the health and safety of persons not in his employment arising out of or in connection with the conduct by him of his undertaking."

*The Health & Safety (First Aid) Regulations 1981*

The Health & Safety (First Aid) Regulations place a legal duty on employers to make adequate first aid provision for their employees, in case they become ill or injured at work.

**Responsibility**

All staff should ensure that they are familiar with the first aid procedures.

The Health and Safety Manager will ensure that:

- First Aid Policy and Procedures are reviewed every 3 years or more frequently if a need is identified.
- Suitable and sufficient assessments are carried out to ascertain first aid needs.
- First Aiders are offered training to a competent standard, which includes refresher training.
- Audits are carried out periodically to ensure the effectiveness of first aid arrangements.
Upon completion of first aid training the First Aider’s role is recorded on the University’s HR system under “Offices Held”.

Heads of Departments or equivalent and Head of Professional Services will ensure that:

- Their departments have sufficient First Aiders as identified by the First Aid Needs Analysis document, held by the Health and Safety Office.
- Exam invigilators are aware of first aid arrangements outlined in the “Instructions to Invigilators” guidance.
- First aid arrangements are in place for University open days or similar events.

Roles & Responsibilities of First Aiders

a) General
- University First Aiders must have a valid First Aid at Work Certificate.
- Ensure First Aid boxes are adequately supplied and within date. Departments are responsible for stocking their first aid boxes. A list stating the suggested contents of First Aid Boxes can be found on the HSE website.
- Report any incidents/accidents through the University accident reporting procedure by fully completing a HS1 form. Training is available from the Health and Safety Office, contact hstraining@port.ac.uk.
- Inform the Health & Safety Office should you wish to cease acting as a First Aider or if you are leaving the University.

b) Specific while treating a casualty
- First Aiders should respond to call-outs immediately, assessing the situation quickly and safely and where appropriate summoning extra help. The casualty should be attended and treated as early as possible and appropriately, within the limitations of the training given by the University.
- First Aiders must protect themselves, casualties and others at the scene from any possible dangers.
- As far as is reasonably practicable, prevent cross-infection between the first aider and the casualty, by wearing gloves and washing hands thoroughly before (if possible) and after treatment.
- Dispose of all first aid waste as per the procedure.

Although the risk of contracting Hepatitis B from infected fluids is low, first aiders can further reduce the risk by immunisation. For further details, contact Occupational Health on 3187 (internal) 023 9284 3187 (external).
Arrangements for securing Health and Safety

- In order to comply with the Legislation the University will appoint a sufficient number of First Aiders at Work (FAW) who are complemented by Emergency First Aiders at Work (EFAW).
- The University Nursery is not covered by this Policy. Arrangements for first aid relating to children attending the Nursery are covered by the Nursery’s Policy “Accidents, Injuries and First Aid Policy 2015”.
- Patients to the University of Portsmouth Dental Academy are not covered by this Policy, but are covered in the Dental Academy’s own Policies and Procedures.
- All incidents/accidents must be reported through the University accident reporting procedure by completing a HS1 form.

First Aid Provision

First Aiders are available Monday to Friday 07:00-19:00 including University vacation times. Outside of these hours dial 3333 (internal) 023 9284 3333 (external).

Where there are certain circumstances, such as remoteness from emergency services (e.g. field work trips) or special events (e.g. open evenings, graduation), there may be a need to put in place special arrangements to meet the requirements of the First Aid Regulations. These arrangements should be made in conjunction with the Health and Safety Office. Organisers of such events are required to contact the Health and Safety Office to ensure that adequate First Aid arrangements are made. Contact the office on 3075 (internal) 023 9284 3075 (external) or hsservicedesk@port.ac.uk.

The number of First Aiders that faculties/departments require will be determined by a first aid needs analysis, taking into account the risk associated with the activities undertaken. This analysis will be carried out and held by the Health & Safety Office. This document will be reviewed annually, or as a result of a change in the type of activity; numbers of staff or an increase in the numbers of accidents reported.

First Aiders are not able to provide professional medical treatment, provide diagnoses, dispense medicines or give medical oxygen. The only exception to this is First Aiders who have received specialist training.

First Aid Procedures

Contacting a First Aider
In the event that a First Aider is required:

- Call the closest First Aider to you. A list can be found on the green first aid notices which can be found by lifts/stairwells, in addition to the first aid web pages.
- Alternatively dial 3418 (internal) 023 9284 3418 (external). The Security Lodge will dispatch either a caretaker or security staff, who is first aid trained, to assist.
Contacting the Emergency Services

Please refer to Technical Guidance Note MS03 – Procedure for Requesting an Ambulance.

For people suffering from chemical inhalation; ingestion; skin or eye contact, please ensure that the Safety Data Sheet (SDS) is taken with them to hospital.

In the event that the casualty does not wish to go to hospital, this should be noted on the HS1 form by the First Aider, who should also obtain the signature of the casualty, if possible.

Non-emergency cases

If the casualty requires medical attention, which is not considered to be an emergency the following options are available:

- Referral to the drop-in medical centre, Guildhall Walk
- Referral to St Mary’s NHS Treatment Centre
- Referral to their General Practitioner
- Referral to a local Pharmacist

If the patient/casualty requires transport, a taxi should be used. Departments have arrangements with local taxi companies. First Aiders should familiarise themselves with these arrangements.

Needlestick injuries

Needlestick injuries also known as SHARPS injuries are caused by cuts or skin punctures from items such as:

- needles
- scalpels
- razor blades
- glass ampoules
- sharp instruments
- spicules of bone and teeth

For needlestick injuries involving SHARPS which have been contaminated with human body fluids or material that is believed to be infective, the injured person should contact Occupational Health as a matter of urgency on the dedicated Sharps Hotline (Ext 3171). This should be within the first hour following exposure.

If a sharps/contamination incident occurs outside of normal working hours then the member of staff should attend the Emergency Department as soon as possible. A full accident record (HS1 Form) should be prepared and forwarded to the Health and Safety Office as soon as possible.
Disposal of waste arising from first aid

- All waste arising from the provision of first aid should be placed in a yellow clinical waste bags (these should be available in first aid boxes.
- For small amounts of clinical waste, please dispose of in the medical waste bins (bins with yellow waste bags inside) located in all buildings, generally in the disabled toilets. For the exact locations please contact the building caretakers.
- For large amounts of clinical waste, contact the Estates Helpdesk on 6677 (internal) 023 9284 6677 (external) to arrange disposal of the clinical waste bag.
- For more information on the disposal of clinical waste, please see the TGN MS05 – Hygiene Guidance for First Aiders.
- NB – SHARPS must be disposed of safely in properly constructed sharps containers.
- Spill packs for the absorption and disinfection of body fluids (e.g. vomit, blood, urine) are located at the Security Lodge and carried in Security Vehicles – contact 3418 (internal) 023 9284 3418 (external). Used spill packs should be disposed of by contacting Estates on 6677 (internal) 023 9284 6677 (external).
- For more information on dealing with biological hazards, please see the TGN BH02 – Dealing with biological hazards from blood, tissues and secretions in non-laboratory situations.

Use of Automated External Defibrillators

The University has installed Public Access Automatic Emergency Defibrillators across the University campus. Further details including their locations can be found on the Health & Safety web pages and in the Technical Guidance Note MS04: Arrangements of the Use of Automated External Defibrillators on University Premises.

First Aid on Fieldwork
Please refer to the Fieldwork and Fieldtrips Risk Assessment.

Traveller’s first aid kits are available from the Occupational Health. Please telephone 3187 (internal) 023 9284 3187 (external) to arrange collection. These kits contain sterile needles, syringes etc as well as some basic dressings. We would recommend you take one of these with you when travelling to less developed countries or if you are proposing to undertake fieldwork.

Information and Training

Training is organised through the Health and Safety Office, contact hstraining@port.ac.uk

All first aid courses must be accredited by the HSE.

First Aiders must undertake and pass either a FAW or EFAW course and thereafter hold a valid certificate. A re-certification course must be undertaken every 3 years and commence prior to expiry of current certificate.
Refresher workshops are available in-house to which First Aiders are strongly recommended to attend. These workshops are run regularly throughout the year by the Health and Safety Office.

Where required, additional, specialist first aid training is available in the following areas:

- Anaphylaxis Awareness & Epi-pen
- Use of a Defibrillator
- Treatment of Hypothermia and hyperthermia
- Treatment Hydrofluoric acid burns
- Treatment of Cyanide poisoning
- Medical Oxygen administration
- Treatment of Drowning
- Recovery from swimming flume
- Paediatric first aid

**Record Keeping**

Upon completion of first aid training the First Aider’s role will be recorded on the University’s HR system under “Offices Held”.

**Further Information**

Health & Safety Web pages: Automated External Defibrillators (AED’s)

Health & Safety Web pages: Fieldwork and Fieldtrips

Report of an Injury or Near Miss (HS1 Form)

Technical Guidance Note BH02 – Dealing with biological hazards from blood, tissues and secretions in non-laboratory situations

Technical Guidance Note MS03 – Procedure for Requesting an Ambulance

Technical Guidance Note MS04: Arrangements of the Use of Automated External Defibrillators on University Premises

Technical Guidance Note MS05 – Hygiene Guidance for First Aiders.