

MANAGEMENT OF FIRST AID A Handbook for First Aiders



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1 INTRODUCTION

This handbook is a guide for first aiders to the University's management system for providing first aid. It is not intended as a guide to treatment of casualties.

2 ROLE OF FIRST AIDERS

The University relies on the goodwill of volunteers to become trained first aiders. First aiders have a vital role in the University's organisation and arrangements for the health and safety of its staff, students and visitors.

First aiders volunteer to provide medical treatment to staff, students and visitors to the University. This treatment may be either to preserve life and minimise injury until assistance from the emergency services arrives or to treat minor injuries which do not need the attention of a medical practitioner or nurse.

First aiders are assisted in their role by appointed persons who can take charge of a situation (e.g. call an ambulance or give emergency resuscitation) if there is an injury or illness.

3 LEVEL OF FIRST AID PROVISION

Access to first aid must be such that if a person becomes ill or injured they can be given first aid within a reasonable time.

The Heads of Department are responsible for ensuring that first aid facilities are adequate, for the activities which their departments undertake.

Assistance in determining this level is available from the University Health and Safety Unit.

4 TRAINING

Training for first aiders and appointed persons is resourced through Health and Safety Executive approved trainers.

First aiders undertake a four-day course before appointment and thereafter a refresher course within every three years.

Appointed persons undertake a first aid course which imparts basic first aid skills and knowledge.

Appointments for first aid courses are made by the Health and Safety Unit. As soon as is reasonably practicable after receiving notification of refresher course dates first aiders should make arrangements for absence from departments.

5 LOCATION OF FIRST AIDERS

A complete up to date list of first aiders is kept in the Health & Safety Unit and is regularly published. Although reviews are undertaken it will be of use if first aiders can inform the Health and Safety Unit when they relocate to different areas.

Signs directing people to first aiders should be displayed on notice boards throughout the building. Replacement signs are available from the Health and Safety Unit.

6 FIRST AID MATERIALS

Each first aider must have access to a first aid box. A guidance card within each box details the materials needed. New or replacement materials are available from the Health and Safety Unit. Request for first aid supplies should be made by University first aiders

In addition a first aid record book should be kept either by each first aider or in each first aid box. Record books are available from the Health and Safety Unit.

7 DISPOSAL OF FIRST AID WASTE MATERIALS

Dressings, plasters or other such items which have been contaminated with blood or other bodily fluids: either place in the bin in the first aid room or place in a sanitary towel disposal bin in the w.c.

Pharmaceuticals: these products should be returned to the supplier, taken to a pharmacist or destroyed by a licensed site. Please contact the Health and Safety Unit for assistance in disposing of these products.

Contaminated syringes, glass or blades or other sharp objects: place these objects in a suitable sharps box (available in first aid room, from security staff or at the reception of buildings on campus). Sharps boxes are regularly collected by a licensed contractor.

Treated waste: where bodily fluids have been treated and rendered safe by use of a spill kit they can be disposed of via the normal black bag route. However please bear in mind that these wastes may be offensive to cleaning staff and it is vital to deposit them in an external waste bin.

8 TRANSPORTING CASUALTIES

Casualties needing to attend hospital for treatment should be transported by ambulance.

Where this is not appropriate they may be transported using a taxi, the Health and Safety Unit has arranged a contract with **Radio Cars (Manchester sites)**

who can be contacted on 0161 236 8033 and **Abbey Taxis (MMU Cheshire)** on 01270 581925, an account number available **only** to first aiders must be quoted when booking a taxi, along with the **first aiders surname**.

This number must be kept confidential and should not be passed on to any other member of staff.

First aiders or other staff intending to use their own private vehicle to transport an injured person should inform their motor insurer. Insurers require that drivers do not act as first aiders whilst driving. In practice this means that a driver and a first aider must be present in a private vehicle transporting an injured person.

9 REPORTING ACCIDENTS

First aiders are respectfully requested to remind injured persons that they should report accidents.

Accident report forms are available from departmental offices, on the Health and Safety website

http://www.mmu.ac.uk/humanresources/health/policy/accident_report_form.pdf

and the Health and Safety Unit.

10 INSURANCE AND PERSONAL LIABILITY

First aiders and appointed persons acting for the University in the course of their employment are insured under the University's policy.

Examples of insured activities are treatment of staff, students and visitors (this includes members of the public) who are on University premises or business.

First aiders are insured to provide treatment to persons on University business outside the University's premises, for example persons attending examinations or degree ceremonies on premises hired by the University.

First aiders are not insured to provide treatment to members of the public not on University business injured outside premises controlled by the University, for example, a member of the public injured on the public highway.

In the event of a first aider injuring a casualty it is unlikely that the police would pursue the matter unless the first aider has been reckless or grossly negligent.

11 HEPATITIS B VACCINATIONS

Advice given by the University Occupational Health and Safety Consultant is that it is not necessary for first aiders to receive Hepatitis B vaccinations due to the risk of exposure to Hepatitis B being very low. However should an individual be exposed to a situation, which is felt to have placed them at risk then an accelerated course of Hepatitis B vaccine can be given. In such

circumstances contact the Health and Safety Unit or the Occupational Health provider.

12 REMUNERATION

In recognition of the valuable contribution made by first aiders they receive