

# FIRST AID POLICY

March 2019

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The latest version of this document is always to be found at:

<http://www2.port.ac.uk/departments/services/corporategovernance/healthandsafety/managinghands/firstaidprovision/>

# Summary

## What is this document about?

This policy lays out the duties of the University, its first aiders and the procedures for fulfilling them.

Normal text

## Who is this for?

This policy is aimed at all staff with special emphasis on University trained first aiders.

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

## How does the University check this 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 document?

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 of employees whilst at work.

## [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:

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

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:

- The 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 Heads 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 this policy.
- First aid arrangements are in place for University open days or similar events.

## Roles and Responsibilities of First Aiders

### 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](#). Accident Reporting Training is available from the Health and Safety Office, contact [hstraining@port.ac.uk](mailto:hstraining@port.ac.uk).
- Please contact the Health and Safety Office to cease being a first aider and/or when leaving the University.

### 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 injured person 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, the injured person and others at the scene from any possible dangers.
- As far as is reasonably practicable, prevent cross-infection between the first aider and the injured person, by wearing gloves and washing hands thoroughly before (if possible) and after treatment.
- Dispose of all first aid waste as per the section below [‘Disposal of Waste Arising from First Aid’](#).

Although the risk of contracting Hepatitis B from infected body 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 First Aid

- In order to comply with 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 08:30-17:15 including University vacation times. Outside of these hours dial 3418 (internal) 023 9284 3418 (external).

Where there are certain circumstances, such as remoteness from emergency services (e.g. field work trips, working out of hours with hazardous substances) 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 Health and Safety Office on ext. 3075 (internal) 023 9284 3075 (external) or [hsservicedesk@port.ac.uk](mailto: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.

## First Aid Procedures

### Contacting a First Aider

In the event that a first aider is required:

Call the closest first aider. 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 member of 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) accompanies the injured person to hospital.

In the event that the injured person 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 injured person, if possible.

## Non-Emergency Cases

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

- 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. The Health & Safety Office has set up a central taxi account with [Aquacars](#) specifically for first aid incidents. Therefore, first aiders can use this resource without cost to their Department/Faculty.

When calling [Aquacars](#), the first aider will need to provide their full name and the account number which is U065. This account will currently only accept trips to and from hospitals or walk in centres.

The following are examples when transportation to a medical facility via taxi may not be suitable:

- Injured person contaminated with body fluids or likely to become contaminated en route e.g. blood, urine, faeces.
- Injured person under the influence of alcohol or drugs where this may pose a risk to the taxi driver.
- Injured person with mental health issues where this is likely to cause risk to the taxi driver.
- Any vulnerable person where there may be safeguarding concerns.
- Any injured person under 18 unless accompanied by a parent or guardian.
- Where the injured person is in nightwear and unable to dress themselves into appropriate day clothing prior to conveyance.
- Where an injured person refuses taxi transport.

In these instances, it would be more appropriate to call for an ambulance.

If a first aider uses the taxi account, they must record the incident on a [HS1 form](#) and send it to the Health and Safety Office.

For further information about this service, please contact the Health and Safety Office via [hsservicedesk@port.ac.uk](mailto:hsservicedesk@port.ac.uk) or ext. 3075.

## 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 must contact Occupational Health as a matter of urgency on the dedicated Sharps Hotline (Ext 3171). This should be within the first hour following exposure. This procedure must also be followed if there is any uncertainty about whether the sharps were contaminated. Please see [Appendix 1](#) for more information on sharps injuries.

If a sharps/contamination incident occurs outside of normal working hours then the member of staff should attend the Accident and 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 bag (these should be available in first aid boxes and can be ordered from the Health and Safety Office).
- For small amounts of clinical waste, please dispose of it 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 and Campus Services 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](#).
- For assistance with body fluid spills, please contact the Estates and Campus Services Helpdesk on 6677.
- NB – SHARPS must be disposed of safely in properly constructed sharps containers.
- 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 Field Trips web page](#).

Traveller's first aid kits are available from 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 taking one of these when travelling to less developed countries or when proposing to undertake fieldwork.

# Information and Training

Training is organised through the Health and Safety Office, contact [hstraining@port.ac.uk](mailto:hstraining@port.ac.uk).

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
- 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
- Wilderness First Aid

If further information is required on the above training, please contact the Health and Safety Office via [hsservicedesk@port.ac.uk](mailto:hsservicedesk@port.ac.uk) or ext. 3075.

## 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](#)

# Appendices

## Appendix 1 – Sharps Guidance

The following control measures must be undertaken when using sharps:

- Sharps must not be left out on benches un-attended.
- Do not pass needles/sharps from one person to another.
- Sharps must be disposed of immediately after use.
- Do not bend or break a needle before discarding.
- Do not re-sheath a needle (or re-cap).
- Follow correct disposal procedure:
  - Yellow sharps bin (approved to BS EN ISO 23907:2012).
  - Sharps must not be included in clinical waste bags or autoclave waste.
  - Do not retrieve items from sharps bins.
  - Lock and send for collection when three quarters full (sent for incineration).
  - Sharps bins should be located on the bench (not on the floor or at height).

## Injuries

In the event of an injury the following steps must be taken:

- Immediately following any exposure, the site e.g. wound or non-intact skin should be washed liberally with soap and water but without scrubbing.
- Antiseptics and skin washes should not be used.
- Free bleeding of puncture wounds should be gently encouraged but wounds should not be sucked.
- 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 (08.30 – 16.30) then the member of staff should attend the Accident & 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.

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