
BIRMINGHAM NEWMAN UNIVERSITY

FIRST AID PROCEDURE

1. Introduction

- 1.1 The Health and Safety (First Aid) Regulations 1981, along with its Approved Code of Practice and Guidance require employers to ensure that there is adequate First Aid provision for employees who are injured or become ill at work. First Aid provision must be adequate and appropriate in all circumstances with appropriate First Aid personnel and facilities available.
- 1.2 In accordance with the regulations First Aid should be applied:
- In cases where a person will need help from a medical practitioner or nurse; treatment for the purpose of preserving life and minimising the consequences of injury and illness until such help is obtained, and to summon an ambulance or other professional help.
 - For treatment of minor injuries, which would otherwise receive no treatment or which do not need treatment by a medical practitioner or nurse.
- 1.3 First Aid at Work covers the management of First Aid in the workplace and does not include treating ill or injured people at work with medicines (with the exception of treatment of anaphylaxis which can be administered by trained First Aiders at Work who have received specific training).
- 1.4 It is the policy of Newman University to provide and maintain sufficient staff qualified in First Aid, in accordance with the requirements of current legislation.

2. Legislation

- 2.1 Newman University has a duty to provide First Aid cover for all employees in accordance with the following:
- The Health and Safety (First Aid) Regulations 1981
 - The Management of Health and Safety at Work Regulations 1999
 - The Health and Safety at Work etc Act 1974

The Regulations do not require the University to provide First Aid for anyone other than its own members of staff. However, due to the very nature of its activities, the University makes provision for First Aid for students and visitors.

3. Assessment of First Aid Needs

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3.1 The level of First Aid cover is determined by an assessment of First Aid needs, which in turn will need to take the following points into consideration:

- Workplace hazards and risks
- The size of the University
- The University history of accidents.
- The nature and distributions of the workforce.
- The needs of lone workers.
- Annual leave and other absences of First Aiders and appointed persons.

3.2 Higher risk areas at Newman University have been identified below where a greater requirement for First Aid is considered necessary:

- School of Nursing – With all the hazards associated with manual handling, operating clinical machinery, sharps and the handling of hazardous substances and chemicals as well as other hazardous processes. The Head of School will develop a departmental First Aid Procedure and is advised to have members of staff qualified in First Aid.
- The Catering Department – With the inherent hazards associated with a large and busy kitchen environment, the head of department should develop a departmental First Aid Procedure and is advised to have members of the catering staff qualified in First Aid.
- PESS Department – With a fully functional Sports Hall and Human Performance Lab. The Head of Subject should develop a departmental First Aid Procedure and is advised to have members of staff qualified in First Aid
- The Housekeeping Department – With manual handling hazards associated with housekeeping activities and the use of hazardous substances (requiring compliance with COSHH regulations,) the Head Housekeeper should develop a departmental First Aid Procedure and is advised to have members of the Housekeeping Department qualified in First Aid.
- Estates Department– With all the hazards associated with the use of machinery, electrical plant and the occasional hazardous chemicals and substances as well as other hazardous processes. The Director of Estates should develop a departmental First Aid Procedure and is advised to have members of the Estates staff qualified in First Aid.
- Science Department– With the inherent hazardous procedures associated with science laboratories. The Head of Subject should develop a departmental First Aid Procedure and is advised to have members of staff qualified in First Aid.

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- Teaching areas which use of various art materials and tools - the Head of Subject should develop a departmental First Aid Procedure and is advised to have members of staff qualified in First Aid.

3.2.1 It is the responsibility of the Head of Department/Subject to ensure the risk assessments are completed with in their area of responsibility. The University Health and Safety Manager will assist and give guidance in the risk assessment process as necessary.

4. Summoning First Aid Assistance

4.1 Signage detailing the names of trained First Aiders are displayed on all University Health and Safety notice-boards alternatively, dial telephone 0121 387 4459 or from MS Teams call "First Aiders AA" to be connected to a First Aider. You can also call 0121 387 4658 to be connect to the security lodge or from MS Teams call "Security Lodge Desk Phone" and Security staff will be able to assist or contact one of the University trained First Aiders.

4.2 In addition, emergency telephones are available in the majority of teaching rooms.

4.3 In the event of someone suffering from anaphylactic shock, e.g. as a result of a severe nut allergy, the member of Security staff shall notify an anaphylaxis trained First Aider and telephone for an ambulance IMMEDIATELY.

5. First Aider Responsibilities

5.1 Only persons who have received appropriate First Aid at Work training approved by the University and who possess a valid certificate of competence may undertake First Aid responsibilities.

5.2 Only First Aid at Work trained staff who have received training in the treatment of anaphylaxis approved by the University and who possess a valid certificate of competence may undertake First Aid anaphylaxis treatment responsibilities.

5.3 First Aiders will assess and give immediate first aid to any injured employee, student or visitor following an accident at work.

5.4. Minor injuries will be treated by the First Aider; more serious injuries must be referred to the local Accident & Emergency Hospital.

5.5 First Aiders are required to attend First Aid Meetings when requested to do so by the Health and Safety Manager. (All First Aiders are required to attend a minimum of one First Aid meeting per year.)

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5.6 First Aiders are required to undertake a three monthly (minimum) check on their First Aid kits and replenish supplies as soon as possible if used. First Aiders are to contact the First Aid Champion for First Aid supplies.

6. Appointed Persons

6.1 In addition to trained First Aiders there is also the facility to use 'Appointed Persons', to supplement the University First Aid resource.

6.2 An appointed person is an individual who takes charge of First Aid arrangements for the area including looking after the facilities and equipment and calling the emergency services when required.

6.3 The use of an 'Appointed Person', without First Aid training, is the minimum requirement for the First Aid cover permitted in the workplace under the Health and Safety (First Aid) Regulations 1981. They may be used in low-risk environments where a First-Aider is considered unnecessary but where an accident or illness may still occur.

6.4 Appointed persons are not First Aiders and therefore should not be called upon to administer First Aid. However, Line Managers may consider it prudent to encourage appointed persons to become First Aid trained.

6.5 Appointed persons cannot replace First-Aiders who are on annual leave.

6.6 The University Health and Safety Manager is to be informed by the Head of Department/Subject of personnel nominated as an 'Appointed Person' and will maintain a central data base of First Aid personnel and Appointed Persons.

7. Legal Indemnity of First Aid Personnel

7.1 The compulsory element of Employers' Liability Insurance does not cover litigation resulting from First Aid to non-employees. However, the University's Public Liability insurance policies do cover this aspect, though it does stipulate "as a result of the action of the University's registered qualified First Aiders on University business only " and recommends that all First Aid personnel take out additional cover for liability outside of University premises.

8. Training and Monitoring

8.1 The University Health and Safety Manager will monitor and co-ordinate the First Aiders and ensure they are offered the appropriate training which will comply with the requirements of the Health & Safety Executive.

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- 8.2 The University will request a First Aid Champion from the cohort of First Aid personnel with the purpose of supporting the co-ordination of First Aid activity and monitoring. This is a voluntary role with a tenure of twelve months, for which an honorarium payment will be made on a monthly basis. (Refer to Appendix 1 for a list of First Aid Champion duties.)
- 8.3 The Health and Safety Manager will hold a list of qualified First Aid personnel and ensure notice-boards and intranet pages are kept up to date: [First Aid \(newman.ac.uk\)](http://www.newman.ac.uk).

9. First Aid Equipment

- 9.1 It is responsibility of the Health and Safety Manager to ensure that suitably stocked and properly identified containers are easily accessible, and placed, if possible, near to hand washing facilities.
- 9.2 All First Aid containers must be identified by a white cross on a green background.

9.3 First Aid Container Contents

- 9.3.1 The Health and Safety (First Aid) Regulations recommends that standard First Aid kits contain the following:

First Aid Guidance Note	1
Adhesive plasters (sterile)	20
Eye Pads	2
Triangular Bandages	4
Roll of Tape	2
Medium Dressing	6
Large Dressing	2
Individually Wrapped Wipes	6
Disposable Gloves (pair)	2
Scissors	1

This above list is not exhaustive; other items may be required depending on the nature of the hazards present, e.g. Burns Kits may be required for Catering Department.

9.4 Automatic External Defibrillators (AEDs)

- 9.4.1 An AED is a sophisticated, reliable and safe computerised device that delivers electric shocks to a casualty in cardiac arrest by analysing a casualty's heart rhythms and delivering a shock. By using an AED a casualty's condition

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cannot be made worse since the device will only discharge a shock if the casualty has a heart rhythm that will lead to death if they do not receive a shock. AED's are very easy to use; once switched on there are clear and concise "voice prompts" advising what to do at each step.

9.4.2 There are three AEDs located at Newman University; these are located in the Sport Centre, Security Office and Halls of Residence. It is the responsibility of the Health and Safety Manager to ensure that the AEDs are maintained.

9.4.3 Any First Aid trained member of staff can use an AED. However, any member of staff may use an AED if a person collapses and there is no first aider readily available. Research shows that for every minute that the first shock is delayed, the chances of the patients survival diminishes by 10%. The Resuscitation Council (UK) advises the administration of an AED should not be delayed while waiting for more highly trained personnel to arrive.

10. Recording Accidents

10.1 All accidents must be recorded, however minor. A University Accident/Incident Report must be completed as soon as possible after the injury has occurred. A copy can be found on the University intranet [Accident Report Form \(newman.ac.uk\)](http://newman.ac.uk). Where the injured person is unable to complete the form, the First Aider in attendance, or another responsible person, must complete it on behalf of the member of staff, student or visitor, ensuring that full details of the accident / incident have been documented and witness details and statement(s) have been recorded.

10.2 For the purpose of maintaining First Aid supplies, First Aid personnel should keep a record of those supplies that are used, by whom and for what reason, and inform the First Aid Champion accordingly so that supplies may be replenished.

11. Transportation of Casualties

11.1 First Aid personnel are not expected to accompany a casualty to hospital or transport them to another location off campus - including to their home address. If a situation arises where an individual is incapable of making their own decisions related to this, or any other issues, then a taxi or ambulance must be arranged.

11.2 Where an individual is too ill to make their way home, First Aid personnel will ensure that the individual is transported home safely, either by contacting the casualty's next of kin etc., on their instruction or if the next of kin is unable to transport the individual by making alternative arrangements. Alternative

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transportation will usually take the form of a taxi, which is likely to prove the most cost-effective option since this will not involve the absence of another member of staff. The cost of this will be met by the University. If the individual has a vehicle parked on the University premises the Estates Department will be notified and arrangements made for security of the vehicle.

This First Aid Procedure supersedes all previous First Aid Procedures and shall be reviewed at no less than 3 yearly intervals.

Authorised By: Vice-Chair of Health & Safety Committee	Signature: 	Issue Date: October 2023
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Appendix 1

Duties of First Aid Champion

The role of a First Aid Champion is a voluntary position and will be selected from existing First Aiders.

The duties of a First Aid Champion are as follows:

- Shall attend meetings with First Aiders as required, to support the Health & Safety Manager
- Shall assist the Health & Safety Manager with the co-ordination of First Aid training requirements
- Shall ensure the First Aid cupboard/Welfare Room is suitably stocked with First Aid materials.
- Shall issue First Aid supplies as requested by First Aid trained staff
- Shall be responsible for informing the Health & Safety Manager the type and quantity of First Aid supplies required.