

First Aid Guidance Note

The University, in making adequate arrangements for first aid, will comply with the Health and Safety (First-Aid) Regulations 1981 the University will maintain an adequate number of qualified first aiders in order to provide first aid cover at all times.

Contact a first aider

If you require a first aider contact reception, a list of all the first aiders on duty is located at reception and reception will call a first aider.

First aid notices are located around college and the names of all first aiders are displayed in the University portal.

First aid training

The Risk and Safety Manager will be responsible for recording names and location of first aiders and will arrange initial training and refresher training along with Human Resources. Human resources will retain first aid certificates.

The training of first aiders is carried out by an approved course provider.

Duties of a first aider

The prime aim of any first aider dealing with an injured or ill person is to sustain life and if possible to stabilise the condition until professional assistance arrives. In the case of an emergency, the employee will be taken to the nearest casualty or emergency treatment hospital or other medical centre or await the arrival of an ambulance. It is the responsibility of the first aider (or appointed person) to call for an ambulance where it is deemed necessary.

All first aiders are issued with their own first aid kit and the overall responsibility to maintain the first aid kits and their materials lies with the first aider, boxes need to be checked and replenished.

No medicine, drugs or other medications will be administered by any member of staff.

When you enter the building tell reception and they will mark you on the duty list, when leaving the building tell reception and they can remove you off the duty list

All accidents have to be recorded in the accident book in accordance with the Accident Reporting and Investigation Guidance Note. The accident book is located on the University portal

A copy of the University's generic risk assessment for first aid can be found in the first aid section of the Health & Safety Manual.

IF IN DOUBT - ASK

Version 2.1	HS6 Guidance Note	First Aid	Leeds Arts University
Original approval date 08/10/12	Latest revision date 18/03/20	Next revision date 18/03/21	Issued by Risk and Safety Manager
Intermediate version 2.1	Version 2 currently under review		