



**ROBERT GORDON
UNIVERSITY ABERDEEN**

First Aid Procedure



Approved By	Clinton Grant, Head of Occupational Health and Environmental Safety		
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1		
2		

First Aid Procedure

1. Introduction

The Health and Safety (First-Aid) Regulations 1981 (as amended by The Health and Safety (Miscellaneous Amendments) Regulations 2002) set out the essential aspects of first aid that employers have to address. Employers are required to:

- Carry out an assessment of first aid needs appropriate to the
- circumstances of each workplace.
- Provide adequate numbers of qualified First Aiders throughout the
- organization.
- Maintain levels of competence of First Aiders.
- Provide adequate equipment for first aid treatment.
- Provide adequate first aid rooms or other suitable areas for first aid
- treatment, easily accessible by stretcher.
- Record first aid treatment.

Robert Gordon University will undertake to ensure compliance 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 will be achieved by:

- Ensuring there are a sufficient number of trained First Aiders on duty and available for the numbers and risks on the premises.
- Ensuring there are suitable and sufficient facilities and equipment available to administer first aid.
- Ensuring the above provisions are transparent and clear to all who may require them.

2. Responsibilities

Deans of School / Head of Department:

- in liaison with Lead First Aiders, will ensure that minimum numbers of First Aiders, identified in the first aid assessment, will be provided.
- will ensure that arrangements are in place for a suitable budget for training and re-training of First Aiders.
- in liaison with Lead First Aiders will ensure the suitable first aid notices are displayed, which detail names of First Aiders and contact information.
- will ensure that the policy is followed for first aid arrangements are catered for in examination rooms and other activities such as project work and field trips.

The Head of Occupational Health and Environmental Safety

- will ensure that the First Aid Policy and Procedures are reviewed from time to time. Will ensure that First-Aiders, as identified by Schools/Departments, are offered training to a competent standard, which

- includes refresher training.
- in liaison with the Estates Director will ensure that suitable first aid equipment is provided.
- will ensure that suitable and sufficient assessments are carried out to ascertain first aid needs.
- will ensure that audits are carried out periodically to ensure the effectiveness of first aid arrangements.

The Estates Director

- will ensure suitable first aid notices are displayed in RGU buildings, giving information on access to first aid support.
- will ensure the janitorial team will be suitably trained and available to provide first aid support in the early and later hours of building openings when staff numbers naturally reduce.

First Aiders will ensure that all first aid treatments are recorded using the [Accident / Incident reporting system](#).

3. Arrangements

Records of the assessments will be held by the Head of Occupational Health and Environmental Safety.

First aid course booking forms will be completed and sent direct to the training provider for processing.

4. First Aid Procedure

4.1 First Aid Assessment

A first aid assessment must be undertaken and reviewed to ensure there is a clear understanding of what first aid provision is required by the university. This assessment will consider:

- Number of employees
- Size of workplace
- Hazards and risks in the workplace
- The distribution of the workforce and work patterns
- The history and location of accidents in the workplace
- Multi occupied sites and contractors
- The remoteness of the site and workers

The university will consider students and visitors as part of this assessment.

The Occupational Health and Environmental Safety (OHES) Department will undertake an assessment of university buildings' first aid needs, reviewed at least annually. School/Departments will be expected to consider first aid arrangements for activities that may be different from the norm, for example:

- Activities potentially requiring a specialist first aid response

- Events that may result in a need to increase first aid cover
- Overseas travel
- Transient or lone working

4.2 Providing First Aid Personnel

It is the responsibility of Deans of School/Heads of Department to cooperate with the OHES Department to ensure that the optimum number of First Aiders is maintained within each building.

4.2.1 Senior Janitors

The Senior Janitor operating in each Campus location will act as 'Lead First Aider' for the respective buildings within their area and fulfil the duties assigned in this procedure, namely the stocking of first aid boxes in Estates controlled areas and responding to requests for first aid supplies from School and Department controlled areas.

4.2.2 Training of first aid personnel

All First Aiders must hold a valid certificate of competence - either via a regulated qualification approved by the Scottish Qualifications Authority, Welsh Government or Ofqual or from one of the recognized Voluntary Aid Societies (St. John Ambulance, British Red Cross or St. Andrew's First Aid), before taking up their duties as First Aiders. First aid certificates are only valid for three years. The OHES Department will ensure that appropriate records are kept of first aider training. In order to assist staff members who are considering volunteering to become first aiders, the following document summarises the training involved. It is expected that Schools/Departments will provide volunteers to undertake first aider training. The training standard for first aiders is the First Aid at Work Course (3 days). It is recognised there are university activities out with the normal working hours of trained first aiders. As such, extra first aid provision will be met through the following Estates provision:

	Campus Support Supervisor	Campus Support Officers	Senior Janitor	Janitor
First Aid at Work (3 days)	X		X	
Emergency First Aid at Work (1 day)		X		X

Summary of First Aid Training & Duties:

[First Aid](#)

The duties of First Aiders are described. For those members of staff who wish to

become a First Aider, access to training is available. The course is 3 days in duration is provided at a cost to the employing School/Department.

Email the team to find out more: SNMPSchoolOffice@rgu.ac.uk.

Upon completion of the course and passing the assessment, a First Aider is certified for 3 years, after which they will require a 2-day refresher before the current certificate expires in order to continue as a first aider. The refresher course can be completed up to 3 months prior to the expiration of the current certificate. A refresher course can be accessed using the same booking form. Individuals trained as first aiders are responsible for ensuring that their skills are kept up to date. Every certificate provided will contain an expiry date. To support first aiders in maintaining their competence the OHES Department will send out a training reminder, approximately 6 months prior to the expiry date.

HSE 'strongly recommend' that first aiders undertake annual skills update training. This training is to enable first aiders to maintain their basic skills and keep up to date with any changes in first aid procedures. The OHES Department can arrange, on request, skills update training. Although voluntary, it is highly recommended that each first aider attends one of the courses. Each course will last approximately 3 hours and there will be a small cost which will be payable by the first aider's School/Department. For further details contact the OHES Department on x3122.

First aiders must inform the OHES Department of any situation where they will not be able to conduct their first aid duties e.g. long-term absence, secondment etc. and of any changes in their room, building or contact details in order that the database and corresponding first aid notices can be kept current.

4.2.3 First Aider Database

The First Aider database gives contact information for all First Aiders of the University by building. The OHES Department will maintain this database, ensuring all building receptions have an up-to-date copy.

4.2.4 First Aiders' Honoraria

In recognition of the support First Aiders provide the university in creating a safe working and educational environment, a £40 honoraria payment will be awarded on an annual basis. To qualify for this, an individual must hold a valid first aider certificate and be on the First Aider Database on the 1st of October each year. In recognition for providing first aid administrative support the Senior Janitor will receive an additional honorarium of £30 per annum. To qualify for this, the Senior Janitor must be included on the First Aider Database on the 1st of October each year.

4.2.5 First aid notices

Suitable notices should be displayed near to the entrance of premises, which

give information on how to access first aid. These notices will be repeated at strategic locations within buildings. A reception desk telephone extension will be displayed, and on receipt of the call the receptionist will contact the nearest available first aider, using the First Aider Database. Schools & Departments may also display notices in other areas where an assessment has deemed it appropriate e.g. school offices, teaching/research laboratories, etc. However, it is important to remember to keep these up-to date by cross-referencing to the database available, by contacting the OHES Department on x3122.

4.3 Providing Adequate Equipment for First Aid Treatment

4.3.1 First-aid containers

As a minimum, each first aid container should include the following British Standard BS 8599 items, but this can be supplemented depending on the risks identified:

- 2 Burn Relief Dressings 10cm x 10cm;
- 2 Conforming Bandages 7.5cm x 4m;
- 2 Finger Dressings with Adhesive Fixing 3.5cm;
- 2 Foil Blankets Adult Size;
- 1 Resuscitation Device with Valve;
- A leaflet giving general guidance on first aid;
- 20 individually wrapped sterile adhesive dressings (assorted sizes);
- 2 sterile eye pads;
- 4 individually wrapped triangular bandages;
- safety pins;
- 6 medium sized individually wrapped sterile un-medicated wound dressings;
- 2 large sterile individually wrapped un-medicated wound dressings;
- A pair of nitrile disposable gloves.

The following additional items should be made available:

- one pair of scissors;
- adhesive tape;
- individually wrapped moist wipes;
- one litre of sterile normal saline (0.9%) in a sealed, disposable container.

Chemical 'ice-packs' are provided in first aid rooms.

The required minimum level of first-aid equipment is a suitably stocked and properly identified first aid container. Such a container should be provided in an easily accessible location.

Schools/Departments are responsible for checking first aid boxes located in rooms for which they have responsibility for e.g. laboratories, workshops,

studios, etc. This responsibility covers ensuring that they are held in an easily identifiable location, are readily accessible and that the contents are kept suitably stocked. Ideally, first aid boxes should be assigned to individual first aiders to ensure that they have a readily accessible first aid kit. It is recommended that an inventory of the contents is checked on a regular basis, i.e. monthly, using the First Aid Check Box Sheet. Replenishment of supplies should be requested through the Senior Janitor for the building.

The First Aid Box Check Sheet should be stored in each box. This checklist is available from the [First Aid](#) webpage

4.4 First Aid Rooms

The following rooms have been designated as First Aid Rooms accessible by stretcher:

- Aberdeen Business School - 306
- Gray's School of Art - GA21
- Health and Social Care Building - H418
- Garthdee House Annexe - SB7
- The Sir Ian Wood Building - N302

The purpose of first aid rooms is to allow a suitable location for the delivery of first aid treatment. In addition, they may also be used as an area in which expectant or breastfeeding mothers may lie down and rest. All 'Open Access Areas' as defined by the Children and Young Persons on the Premises Policy can be used by mothers who wish to feed their babies, however First Aid rooms can also be used as private facilities for this purpose if not otherwise in use.

- [Guidance for Expectant and Nursing Mothers](#)

All first aid rooms are equipped to the University's predefined standard and are audited periodically to ensure the room, fixtures, fittings and equipment are suitable and fit for purpose.

4.4.1 a. Sharing of first aid facilities and First Aiders

It should be noted that, in circumstances where Schools / Departments share premises, first aid rooms, first aid areas and qualified First-Aiders may be shared.

4.5 Emergency Services and further treatment

First aid trained personnel should assess casualties using their skills to determine the need for any further treatment. As a general guide an ambulance should be called when:

- It isn't safe or possible to access the casualty
- If someone's condition is life-threatening or very serious

In other cases, further advice or treatment may be required, but use of the

emergency services may not be proportionate to the level of seriousness. Further advice can be provided by calling the casualty's doctor's surgery, an NHS walk-in centre or the NHS Advice Line on 111.

If a casualty requires hospital treatment and their condition isn't life threatening, very serious or likely to get worse, efforts should be made to contact a family member or friend to assist. Where this isn't possible, a taxi should be provided and any expense incurred recovered via a Request for Transfer of Expenditure or an Employee Expenses Claim form submitted to the OHES Department.

4.6 Recording first aid treatment.

All first aid incidents should be reported on the online Accident / Incident Reporting system. Any staff member may submit a report of an accident or incident, however, in the event of illness or injury requiring first aid treatment, the first aider should endeavour to make a report of the treatment provided.

4.7 Alternative Workplaces

4.7.1 First aid in examination rooms

Examination Invigilators will be appraised of the University's first aid arrangements for examinations before each examination diet. Normally, invigilators will rely on the first aid provision of the building in which the examination is taking place. Where no such provision exists, Invigilators will have the telephone number of an appropriate reception desk and can also contact NHS 24 (9 – 111) or the emergency services (9 – 999) if necessary.

4.7.2 University Vehicles used for transporting passengers

First aid containers should be provided in all vehicles used for transporting passengers. These should contain the following items:

- a leaflet giving general guidance on first aid;
- six individually wrapped sterile adhesive dressings;
- one large sterile un-medicated dressing;
- two triangular bandages;
- safety pins;
- individually wrapped moist cleaning wipes;
- Uncontrolled copy when printed
- one pair of disposable gloves.

The contents of first aid containers should be examined on a monthly basis, to check for the correct quantities of items and for expiry dates, and restocked as appropriate. Deans of School / Heads of Department should allocate this responsibility to a suitable person. Any new stock required should be ordered via the Senior Janitor for the building.

4.7.3 International Travel

International travel first aid kits are available on loan from OHES Department in

the Central Services Building. In event of medical treatment, it is recommended that these kits be handed to a medical professional where the sterility of local medical disposables cannot be guaranteed



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