THE UNIVERSITY OF SHEFFIELD

FIRST AID POLICY AND PROCEDURES
Statement

This University Policy and associated procedures were approved by the Health and Safety Committee on 25 April 2013 on behalf of the University of Sheffield Council and forms part of the Health and Safety Policy of the University of Sheffield.

The use of this Management Procedure and the incorporation of its requirements into working practices and activities will ensure that the University of Sheffield and its community achieve compliance with its legal duties with regard to health and safety.

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**Review changes from December 2015**

| 4.0 | Additional roles added to the Policy – President & Vice Chancellor & Faculty Vice Presidents |
| 4.3 | Health & Safety changed to the Director of Health & Safety |
| 4.4 | Security Manager changed to Head of Security Services |
| 4.6 | Head of Sport Sheffield changed to Director of Sport Sheffield |

| Appendix 3 | This appendix has now been removed as it is now carried out on an electronic system |

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*Date Created* December 2012 *By* Health & Safety

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*Date of Next Review* December 2019 *By* Health & Safety
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1 INTRODUCTION

Around one million workplace accidents and incidents occur each year. In addition to people receiving injuries through accidents at work, people at work may also fall ill. When persons at work are injured or feel unwell it is important they receive attention as soon as possible. The First Aid at Work Regulations specifically mention employees, however the University of Sheffield has extended the scope of its first aid provision to include students and visitors.

2 DUTIES UNDER THE LAW

The Health and Safety (First Aid) at Work Regulations 1981 require employers to provide adequate and appropriate equipment, facilities and personnel to enable first aid to be given to all employees at work if they are injured or become ill. Information must also be given to all employees about the provision of first aid, and the location of first aid equipment, facilities and personnel.

3 POLICY

It is the policy of the University of Sheffield to provide sufficient first aid cover for all sites at levels determined by risk assessment and aimed at staff, students and visitors. This will include adequate provision of equipment and facilities for personnel. The University specifies that the minimum standard of training for first aid will be no less than the nationally recognised First Aid at Work qualification which complies with Health and Safety Executive requirements.

4 ROLES AND RESPONSIBILITIES

4.1 President & Vice Chancellor

The President & Vice-Chancellor is responsible for achieving the objectives of the University’s First Aid Policy and Procedures, namely to:

- Ensure that Heads of Department know and undertake their individual responsibilities regarding the management of health and safety and be satisfied that a first aid risk assessment and adequate resources provided to fulfil the requirements.

4.2 Faculty Vice-Presidents

Faculty Vice-Presidents have oversight of resources devolved from the President & Vice-Chancellor. As such, they have a duty for not only the application of these resources, but also its safe application. Faculty Vice-Presidents should satisfy
themselves that the departments within their area of responsibility have suitable and sufficient arrangements in place to meet all statutory requirements.

4.3 Heads of Department

Heads of Department are responsible for ensuring: -

- first aid needs within their areas of operation are assessed and addressed. (Heads of small departments carrying out activities with minimal risk of an injury occurring may decide not to appoint a dedicated first aider. However, they may choose to formalise an alternative arrangement with the Head of another Department who shares the same building to utilise shared cover).
- there are adequate numbers of staff trained to the level of competency specified in this Policy
- there is adequate levels of first aid cover for field trips and off-campus events to meet the risks of the activities or locations
- due account is taken of the constraints imposed by rotas or shift work and availability of staff
- there is suitably and easily accessible first aid equipment and first aid boxes

4.4 First Aiders

First aiders will be responsible for: -

- responding promptly to calls for assistance and provide support within their competence
- summoning further assistance/emergency assistance if necessary
- completing a first aid report reporting the details of treatment provided

4.5 The Director of Health & Safety

The Director of Health & Safety will be responsible for: -

- providing advice on the appropriate levels of provision for first aid cover
- provide guidance on the implementation of the University Policy
- make provision for sufficient suitable first aid training courses
- maintain records of University trained first aiders
- auditing arrangements for the provision of first aid in the University
- organising recall of first aiders for refresher training
- providing first aid supplies and equipment
4.4 **Head of Security Services**

The Head of Security Services will be responsible for:

- managing back up support where necessary to first aiders on campus including the residences
- managing out of hours first aid cover on campus including the residences

4.5 **Director of Accommodation and Commercial Services**

The Director of Accommodation and Commercial Services will be responsible for:

- ensuring first aid cover is available at the residences during normal working hours

4.6 **Director of Sport Sheffield**

The Director of Sport Sheffield is responsible for:

- ensuring first aid cover is available at all University sporting facilities whilst in use

5 **PROCEDURES/GUIDANCE**

5.1 **Risk Assessment**

Each Head of Department within the University is responsible for carrying out risk assessments to determine the level of first aid cover that is required. The risk assessments should consider factors such as:

- number of occupants
- workplace and task hazards
- building layout
- other occupants
- hours of work
- availability of back up support
- foreseeable absences of first aiders
- activities and locations if field trips or off campus events are undertaken

Although the Health and Safety (First Aid) Regulations 1981 only apply to employees, risk assessments should consider students and visitors to the University. Contractors on site are required to make their own provision.
5.2 First Aid Competence

All staff who agree to be first aiders will be trained according to a syllabus minimum of Level 3 Award in First Aid at Work which will be delivered by a competent supplier approved by Health & Safety. After completion of the training and passing the associated examination, certificates will be issued by Health & Safety. Certificates are valid for three years, after which refresher training and further examination is required.

5.3 First Aider Responsibilities

University first aiders should ensure their own safety at all times. Additionally they will:

- ensure that the condition of the casualty does not deteriorate, as far as is practicable, and to render such assistance for which they are trained
- provide assistance at all times in accordance with their training and ensure they are aware of the limits of their competency
- take charge of the casualty until a satisfactory recovery is achieved or appropriate medical personnel have taken charge of the casualty
- refer the patient on to hospital or GP (if appropriate) if it is the view of the first aider that further medical treatment is required. Where it is your opinion as a first aider that your patient needs to attend hospital, but does not require an ambulance, a taxi (See Appendix 1) must be used to transport them to and from the hospital. Under no circumstances should a private car be used
- complete an on-line First Aid Treatment Form in all cases of treatment. This must be completed as soon as possible this form can be accessed online and can be found at www.shef.ac.uk/hs
- request first aid supplies from Health & Safety to keep designated first aid box(es) in a fully stocked condition and return all items outside their expiry date carryout where nomintated regular checks on defibrillators and submit form to Health & Safety (See Appendix 3).

NB In the event of injury, there must be no demarcation disputes about who should administer first aid. It should be the nearest qualified first aider using the nearest first aid kit.
5.4 First Aid Equipment

Standard first aid boxes shall be located at strategic positions and be available for all staff to use.

First aid supplies and first aid boxes are supplied by the department of Health & Safety; to order the required items email safety@sheffield.ac.uk

Where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline (0.9%) in sealed disposable containers should be provided. Each container should hold at least 300 ml and once opened should not be reused. At least 900 ml should be provided.

**Eye baths/eye cups/refillable containers should not be used for eye irrigation. UNDER NO CIRCUMSTANCES MUST ANY MEDICATION (PILLS, MIXTURES, CREAMS, SPRAYS, ETC.) BE CONTAINED WITHIN FIRST AID KITS OR DISPENSED BY A FIRST AIDER.**

All Departments should hold a register of the location of first aid boxes and who maintains them. Their physical location in the building must be clearly identified by a sign complying with the requirements of the Health and Safety (Safety Signs and Signals) Regulations 1997. Boxes must be sited in areas where easy access can be guaranteed at all times and their locations be communicated to all the staff in that area.

It is an offence to tamper with or pilfer the items contained in a first aid box. Disciplinary action will be taken against any individual found committing such an offence.

5.5 Notification of Accidents/Incidents

The first aider (or other person) attending to the casualty shall ensure that the appropriate people are notified of the accident/illness as detailed below: -

- notify Health & Safety Department as soon as possible;
- ensure that an on-line Accident/Incident Report Form is completed as soon as possible. This is available online at www.shef.ac.uk/hs.

6 DEFINITIONS

None

7 FURTHER READING

• The University of Sheffield Accident and Incident Policy and Procedures
APPENDIX 1

First Aid Taxis
When attending a first aid incident if it is the view of the first aider that further medical treatment at hospital is required, but the condition is not life threatening or serious enough to require an ambulance response; then a taxi should be ordered to transport the casualty to the local Accident and Emergency centre. An account has been created by the University with City Taxis for such occasions.

Please note - a referral should only take place after a first aid assessment has been made or first aid treatment given, as appropriate.

The reasons to use City Taxis for transportation to the hospital is to reduce the burden on Yorkshire Ambulance Service associated with attending non-life threatening incidents:

Taxis can be used for any condition which you are called to as a first aid incident which in your opinion requires further HOSPITAL assessment and/or treatment. This may include:

- broken bones in the arm, leg, foot or ankle
- serious burns and scalds
- minor head injuries
- sprains and strains which could be compounded by walking
- Other non life threatening injuries

If you are in any doubt as a first aider if an ambulance is required then ask Security Services to call one. As the person on the scene, your judgment is correct.

As a current First Aider you will have the details and password for the City Taxis to enable the casualty to be taken to hospital free of charge and the University invoiced, a return journey will only be paid for if the person is returning to work at the University. If the casualty is sent home, then the journey is to be paid for by the individual.

Sporting injuries that are not classed as an emergency ie an ambulance is not required, are not covered under the University contract with City Taxis.

Should an injury be more significant than any of the above and the first aider feel as though the casualty’s condition requires immediate hospital attention an ambulance should be called by phoning the University emergency number 4444 (hospital departments call 2222). Under no circumstance should you transport the casualty to either the walk-in-centre or hospital yourself.

The University contract with City Taxi does not cover transportation to either the walk-in centre or casualty’s home address.
APPENDIX 2

Automated External Defibrillator (AED) Policy

Automated External Defibrillators (AEDs) are portable lightweight devices that are easy to operate and are intended for use in emergency situations when a casualty is suffering from a serious cardiac rhythm disturbance (fibrillation). An AED acts to restart or correct the heart’s rhythm by applying an electric shock to the chest. It detects the electrical activity of the heart and gives automated instructions to the operator on what to do.

Research suggests that in cases of fibrillation, the quicker life-saving first aid and an AED are used on a casualty, the better the outlook for survival. The Resuscitation Council (UK) guidelines (http://www.resus.org.uk/resuscitation-guidelines/) strongly promote the availability of AEDs and the fact they can be operated without the need for specialist training. The University of Sheffield has a number of automated external defibrillators (AEDs) positioned around campus. An up-to-date map of AEDs can be found at the following location:-
https://www.sheffield.ac.uk/hs/specialist-information/firstaid
In addition each Security patrol car also carries an AED in case an emergency response is required.

University departments that hold an AED on their premises are required to nominate a responsible first aider to carry out regular checks to ensure that the equipment is in the correct location, is secure, that the AED display indicates it is ready to use and that all ancillary accessories are present and correct. It is acknowledged that some AEDs have been installed in shared occupancy locations. As a default, unless otherwise agreed between the department(s) affected, the first aider whose base is situated nearest to the AED will assume the responsibility regular checking.

A link to a google form will be emailed to the competent first aider (as chosen by the department) for regular checks of the AED and associated supplies to be recorded and submitted to the Health & Safety Team on a monthly basis. Any defects or maintenance issues identified will be managed and resolved by the Health & Safety Team based on the information provided.