



First Aiders – Edinburgh Napier University

Duties & Responsibilities

- attend **all** calls for first aid assistance.
- ensure your own safety at all times.
- provide assistance at all times in compliance with their First Aid at Work training.
- **first aiders must be aware of the limits of their competency and when to call for an ambulance / assistance.**
- take charge of the casualty until a satisfactory level of recovery has been achieved or until the emergency services have arrived.
- ensure that the condition of the casualty does not deteriorate as far as reasonably practicable by implementing their first aid training.
- refer the patient onto hospital or to their own GP as appropriate if they are of the opinion that further treatment / attention is required.
- complete [appropriate forms](#) upon discharging first aid duties in **all** cases and forward to Health & Safety (health&safetyoffice@napier.ac.uk).
- if you notice supplies are low or there are any issues with the campus first aid room after use, please notify the campus First Aid Co-ordinator.

Transport in the event of an incident/accident

Ambulance required

When an ambulance is required, the first aider or other responsible person should contact ambulance control directly by dialling 9(999). Security should also be alerted on 4444 to enable easy access to the campus and assist with locating incident area.

Transport to hospital, GP or home

Casualties should not be transported to hospital, their GP or home by staff, students or visitors in their own vehicles. Where an ambulance is not required, a taxi should be arranged through Security. Where the injury or illness has occurred in the university, the cost for this will be covered by a central fund.

Location of first aid rooms

- Craiglockhart 1/44
- Merchiston B04 (opposite room B2 by double doors to library)
- Sighthill 1.B.32

Ordering of supplies

Health & Safety Office

Location of defibrillators

Merchiston

- adjacent to disabled toilets – bottom of stairs

Sighthill

- left of reception outside lift;
- [EN]gage sports centre, Sighthill – behind reception desk;
- School of Applied Sciences - 0.F.07, Sports Centre

Craiglockhart

- left of reception desk

First Aid Co-ordinators

Merchiston

Stephen Paterson, Engineering & the Built Environment

Craiglockhart

Contact H&S Office

Sighthill

Sharyn Bennett, International Operations & Student Recruitment