

First Aiders Guidance

Duties & Responsibilities

- Attend all calls for first aid assistance.
- Ensure your own safety at all times.
- Provide assistance at all times in compliance with your First Aid at Work training.
- Be aware of the limits of your 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 your first aid training.
- Refer the patient onto hospital or to their own GP as appropriate if you are of the opinion that further treatment/attention is required.
- Complete the [H&S Incident Form](#) upon discharging first aid duties in all cases and forward to Health & Safety (health&safetyoffice@napier.ac.uk).
- If supplies are low or there are any issues with the campus first aid room after use, please notify the Health & Safety Office.

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 999. Security should also be alerted on ext. 4444 (0131 455 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 on ext. 4444 (0131 455 4444). Where the injury or illness has occurred in the university, the cost for this will be covered by a central fund.

First Aid Rooms

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

If supplies are low or there are any issues with the campus first aid room after use, please notify the Health & Safety Office.

Defibrillators

- **Merchiston** Entrance foyer adjacent to disabled toilet
- **Sighthill** Main entrance area next to lifts
- **Craiglockhart** Left of reception desk

Competency & Training

All training is managed and organised by the Health & Safety Team and all University First Aiders must hold the 3 day First Aid at Work certificate. This certificate is valid for 3 years and the Health & Safety Team will contact you directly prior to expiry of your certificate to organise a 2 day refresher course.

You should also periodically refresh your knowledge by looking through your First Aid Manual.

Updates to Listing of First Aiders

A [list of all University First Aiders](#) is available on the staff intranet and is held at campus receptions and security offices. To ensure this is kept up to date, can you please email the Health & Safety Office if your location or contact number changes.

Further Information

[First Aid Policy](#)

[Defibrillator Guidance](#)

Queries

Any queries, please contact the [Health & Safety Office](#), 6.B.22 Sighthill Campus.