



## First Aid – Edinburgh Napier University

### Duties & Responsibilities

- attend **all** calls for first aid assistance.
- ensure their 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 (5.B.14 Sighthill).
- keep designated first aid boxes fully stocked and ensure that all items are within their expiry date.
- check first aid rooms in the area to ensure that they are fully equipped and tidy/clean. Any problems should be reported to the first aid co-ordinator in the first instance and to Health & Safety.

### 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. 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 – outside room 3.C.13
- 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**

Isabell Devlin, Information Services

#### **Sighthill**

Sharyn Bennett, International Operations & Student Recruitment