

Health & Safety, Edinburgh Napier University

First Aid Policy

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1. Introduction

The Health and Safety (First Aid) Regulations set out the essential aspects of first aid which the University, as an employer, must provide. This policy has been prepared to assist the University in ensuring that it remains compliant with the Regulations. This policy covers the arrangements that are in place to ensure that appropriate first aid provision is available throughout the University, across all its sites, activities and events.

2. Duty to make first aid provision

The First Aid at Work Regulations place a duty on the University to make provision for first aid by:

- Ensuring there is adequate and appropriate equipment and facilities to provide first aid to employees (and non-employees) who become injured or ill at work;
- Ensuring that there are a sufficient number of suitable persons able to administer first aid if employees (and non-employees) become injured or ill at work.

3. Definition of first aid

The Health and Safety (First-Aid) Regulations - Regulation 2

In these Regulations, unless the context otherwise requires – “first-aid” means –

(a) in cases where a person will need help from a medical practitioner or nurse, treatment for the purpose of preserving life and minimising the consequences of injury and illness until such help is obtained, and

(b) treatment of minor injuries which would otherwise receive no treatment or which do not need treatment by a medical practitioner or nurse.

First aid rooms shall be easily accessible to stretchers and to any other equipment needed to convey patients to and from the room and be sign-posted.

4. Roles and responsibilities

Health & Safety has responsibility for the management of First Aid throughout the University and is aligned in accordance with the regulations and the Health and Safety Executive (HSE).

Deans of School and Directors of Service are responsible for ensuring risk assessments, including first aid risk assessments, are carried out for their areas and updating Health & Safety and the First Aid Co-ordinator on their campus ([list of first aiders](#)) of any changes.

Payment for designated school/service first aiders must be approved and financed by each Dean of School/Director of Service. The current monthly cost is £15 per first aider. Training costs are covered by the University.

Furthermore, they should ensure that first aiders within their Schools/Services can attend both mandatory training and annual refreshers and, in addition, that the First Aid Co-ordinators have time to conduct their additional duties.

Under the PDR process the Dean of School/Director of Service should also encourage first-aiders to regularly review their course manual and any other instructional materials and allocate them time to do this. It will further help to maintain their first-aid skills.

Deans of School/Directors of Service must periodically review their first-aid needs, particularly after any operational changes, to make sure provision remains appropriate. To help with this process, it is a requirement that a record is kept of the incidents dealt with by first aiders. First aiders are required to complete the accident form for all incidents that they attend. The forms are then required to be sent to the University Health & Safety Team who will record and compile accident reports and statistics. They will also carry out the necessary monitoring and trending of accidents, incidents and RIDDOR reporting.

5. Needs assessment

To ensure the availability of appropriate first aid provision the first aid risk assessment will be conducted in accordance with the guidance published by the Health and Safety Executive (HSE) **Appendix 1**. The University is required to undertake an assessment of first-aid needs appropriate to the circumstances (hazards and risks) of each workplace.

Deans of School/Directors of Service are required to assess what first aid provision they will require and feed back to Health & Safety so that an overall needs assessment can determine what first aid cover is required to keep the University compliant.

The role of the first aider is to give immediate assistance to casualties with both common injuries or illnesses and those likely to arise from specific hazards at work. They must summon an ambulance or other professional help when required.

How much first-aid provision the university is required to make depends on the circumstances (the hazards and risks) within each school/service. Deans of School/Directors of Service are well placed to determine the level of hazard and risk as they will be familiar with the exact circumstances of the workplace.

First aid provision will also be based upon the risk assessments appropriate to the activities in any given area of the University. This includes activities off the premises, defined as any work carried out for the purposes of teaching, research or other activities while representing the university off-site, i.e. fieldwork. As the activities undertaken throughout the University vary from area to area, a separate assessment of first aid may be required for an area/activity and this will be highlighted within the general risk assessment and then undertaken.

First aid provision for non-employees

The University will provide a service due to it being an educational establishment and open access. Where first-aid provision is intended to cover both employees and non-employees, the University's liability insurance will cover all the activities of first-aiders.

Additional training needs

When arranging first aid at work, the Dean of School/Director of Service should let the Health & Safety Team know of any particular hazards at their workplace, so that the Health & Safety Team can inform the training provider, so training can be tailored to meet those needs.

Deans of School/Directors of Service should make sure first-aiders undertake any training additional to the first aid at work, as appropriate to the circumstances of the workplace. For example, more in-depth training would be advisable in cases where work activities involve the use of hydrofluoric acid, working in confined spaces or working outdoors or in remote locations. **Appendix 5** identifies examples of scenarios where first-aiders may require additional training. It is not comprehensive and Deans of School/Directors of Service should refer to the first-aid needs assessment to determine their exact requirements. Separate certificates for additional training may be issued or combined on a single certificate with first aid at work training. In either case, the certificate should record the detail of any additional training undertaken.

Certificate validity, requalification and refresher training

All first aid training certificates are valid for three years. All retraining is organised through the Health & Safety Team. The FAW requalification course lasts two days and should cover the same content as the initial FAW course (**Appendix 6**). If the first-aider does not retrain or requalify before the expiry date on their current certificate they are no longer considered competent to act as a first-aider in the workplace. They can requalify at any time after the expiry date by undertaking the two-day requalification course. However, it may be prudent to complete the three-day FAW course, especially where a considerable period – i.e. in excess of one month – has elapsed since the FAW certificate expired. It is for the university to decide the most appropriate training course to requalify the first-aider.

6. First aid procedures

Procedures are in place to ensure that appropriate first aid personnel and equipment are available to:

- give immediate attention to an employee, student, or visitor suffering from common injuries and illness and those likely to arise from specific hazards at work;
- call an ambulance or other professional help as required. (See **Appendix 2** for guidance on calling an ambulance and **Appendix 3** for details of useful contacts)

The amount of first aid equipment and trained personnel necessary will depend on the circumstances of each situation/location. In carrying out a needs assessment of first aid, the risk assessment will take into consideration the provisions outlined by the HSE, the Health and Safety Annual Reports made by the Deans and Directors, as well as any particular operational circumstances within a location.

Appendix 1 provides guidance on the number and level of first aid trained personnel required in each different situation based on the HSE publication First Aid at Work, The Health and Safety (First Aid) Regulations, Approved Code of Practice and Guidance, L74.

University procedure – what to do in the event of an illness or injury

In the event of any illness or injury, contact a trained First Aider via the Control Room ext. 4444 (0131 455 4444).

Give the following information to the Controller:

- Location of the injured or ill person (Campus, Department and Room Number).
- Details of any injury or illness (e.g. faint, chest pain, broken bone).
- Extension number from which the call is being made and name of caller.
- Person making the request must remain with the patient until assistance arrives.

All injuries, no matter how trivial, and dangerous occurrences must be reported on the official Accident Form and sent to the University Health & Safety Team. Accident forms should be available in every School/Service and at reception areas.

7. First aiders and first aid co-ordinators

A 'suitable person' to administer first aid is a **First Aider**, which is a person who has undertaken training and achieved a qualification in 'First Aid at Work'. All First Aiders are required to undertake additional training i.e. defibrillator and EpiPen (See section 10).

All University First Aiders must be able and willing to attend any emergency immediately. The selection of First Aiders should take into consideration the individual's ability to cope with stressful and physically demanding circumstances. This assessment is undertaken while successfully completing the training, which includes being able to provide continuous CPR for three minutes. **Only accredited, i.e. certificate holding, first aiders can undertake the role of First Aider for the University.**

Each of the main campuses (Merchiston, Sighthill, Craiglockhart) has a First Aid Co-ordinator. The Co-ordinator has additional responsibilities in relation to their location which include:

- monitoring of the First Aid Rooms
- ensuring the signage is up to date and visible
- checking First Aid equipment and materials
- recording and checking defibrillators
- liaising with the First Aiders within the location.

First Aid Co-ordinators will be entitled to additional compensation over and above the First Aider compensation, paid monthly, to cover their additional responsibilities.

Training of first aiders and first aid co-ordinators

All First Aiders and Co-ordinators will undertake an initial 3 day course as arranged by Health & Safety which will provide valid certification for three years. Courses will be arranged in house as far as is possible but otherwise by an external first aid training organisation. A 2 day refresher course must be completed within three years and 28 days to maintain valid certification. Annual update forum sessions will be arranged by Health & Safety and all first aiders should attend these.

Duties of first aiders and first aid co-ordinators

All First Aiders must be familiar with the following guidance and procedures:

- Duties of First Aiders and Co-ordinators - further details in **Appendix 2**
- Procedure for calling an ambulance
- Guidance on Infection Control (<http://www.hse.gov.uk/pubns/infection.pdf>)

- Guidance on personal protection against blood borne infections in the workplace (see **Appendix 4** for further guidance as well as <http://www.hse.gov.uk/biosafety/diseases/bbv.pdf>)
- Accident/incident and First Aid administered reporting systems
- Procedure for obtaining replacement first aid materials.

Insurance

All fully trained, in certificate, First Aiders and Co-ordinators with first aid responsibilities will be covered by the University's Public Liability/Indemnity Insurance whilst administering first aid. However, First Aiders must ensure that their certificate is current and that **they operate within the scope of their training and the University's operational procedures** for the delivery of First Aid at Work (see **Appendix 2**)

8. First aid equipment and rooms

First aid containers and materials

The assessment of first aid need, together with the risk assessment of activities, will determine the level of first aid equipment required.

- All first aid equipment must be contained in a suitably marked container, ideally a green box with a white cross and located in an accessible place.
- First aid boxes should protect first aid items from dampness and contamination by dust, fumes etc.
- First aid kits will contain items for administering first aid according to the HSE's guidance. **Note: medication, disinfectants, ointments etc. are NOT to be held in a first aid box under any circumstances.**
- The content and selection of first aid kits may vary in circumstances where the assessment of first aid need indicates that this is appropriate (e.g. an alternative container for use in offsite activities).

A standard university first aid kit will contain the following items:

- | | |
|---|--|
| • First aid guidance leaflet | • 2 x finger sterile dressing |
| • Contents list | • 1 x burn dressing (10cm x 10cm) |
| • 6 x Nitrile disposable gloves (pair) | • 2 x triangular bandage |
| • 1 x Resuscitation face shield (with one-way valve) | • 1 x conforming bandage (7.5cm wide) |
| • 40 x water resistant plasters (provide blue plasters for food handlers) | • 20 x alcohol free moist cleansing wipes |
| • 4 x medium sterile dressing (12cm x 12cm) | • 6 x safety pins |
| • 1 x large sterile dressing (18cm x 18cm) | • 1 x adhesive tape (2.5cm wide) |
| • 2 x eye pad sterile dressing | • 1 x foil blanket |
| | • 1 x scissors (suitable for cutting clothing and leather) |

[BS-8599 workplace first aid kits]

The assessment of first aid need may indicate a requirement for additional/alternative items in some areas and circumstances e.g. kitchens, workshops, laboratories, sports areas etc. These can be stored in, or alongside, the first aid box.

In areas such as workshops and laboratories at least one sealed litre of sterile water within date will be provided for eye irrigation. Eye wash bottles must be replaced immediately. Regular maintenance and inspection should be carried out by a delegated person within the area.

Every first aider will have access to a first aid kit and should make sure they are aware of the location of the nearest first aid kit as well as the location of the first aid rooms on each campus. These are listed on the [staff intranet](#).

The minimum level of first aid equipment is a suitably stocked and properly identified first aid container. The main first aid container will be sited in the first aid rooms. Additional boxes can be sited in higher risk areas and, if required, with first aiders so that they have quick access in an emergency. The container will have a sufficient quantity of first aid materials suitable for the particular circumstances. First aid containers should be easily accessible and preferably placed near to handwashing facilities. They should only be stocked with items useful for giving first aid and should be protected from dust and damp. All first aid containers should be identified by a white cross on a green background.

The first aid co-ordinator is required to examine the main box in each campus frequently and if first aiders use any of the materials they are required to get it restocked soon after use through the Finance department. Sufficient supplies should be held in stock on site. Care should be taken to dispose of items safely once they reach their expiry date.

Additional first aid materials and equipment

Other pieces of equipment may include disposable aprons, adhesive hypoallergenic microporous tape and sterile disposable tweezers. They may be kept in the first aid container if there is room or stored separately. One litre bottles of sterile water or sterile normal saline (0.9% w/v) in sealed, disposable containers are to be provided for eye irrigation. Once the seal has been broken, containers should not be kept for reuse. Containers should not be used beyond their expiry date.

Tablets and medication

First aid at work does **not** include giving tablets or medicines to treat illness. The only exception to this is where aspirin is used as first aid to a casualty with a suspected heart attack in accordance with currently accepted first aid practice. Tablets and medicines **must not** be kept in the first aid container. Some workers carry their own medication that has been prescribed by their doctor (e.g. an inhaler for asthma). If an individual needs to take their own prescribed medication, the first aider's role is generally limited to helping them do so and contacting the emergency services, as appropriate.

Travelling first aid kits

The Dean of School/Director of Service should consider issuing these types of kits to all mobile members of staff or, alternatively, placing them in vehicles used by mobile members of staff for business purposes. Depending on the needs assessment, they should also consider whether these employees undergo a course of instruction in emergency first aid at work, particularly if they are involved in higher hazard activities. If items are used in the travelling kits, then they require to be restocked as soon as possible. This should be done through the Finance department and funded by the school/service.

First aid rooms

The university has provided fully functional first aid rooms at the three main campuses which comply with the requirements of the first aid regulations ([location of first aid rooms](#)).

All other buildings should have dedicated first aid boxes managed by the local first aiders.

The rooms are clearly signposted and identified by white lettering or symbols on a green background.

First aid rooms:

- are large enough to hold an examination/medical couch with enough space at each side for people to work, a chair and any necessary additional equipment
- have washable surfaces and adequate heating, ventilation and lighting
- are kept clean, tidy, accessible and available for use at all times when employees are at work
- are positioned as near as possible to a point of access for transport to hospital

First aid rooms will contain the following:

- a sink with hot and cold running water
- drinking water with disposable cups
- soap and paper towels
- a store for first aid materials
- foot-operated refuse containers, lined with disposable, yellow clinical waste bags or a container suitable for the safe disposal of clinical waste
- an examination/medical couch with waterproof protection and clean pillows and blankets (a paper couch roll may be used that is changed between casualties)
- a chair
- a telephone or other communication equipment
- an accident book for recording incidents attended by a first aider
- wheelchair

9. Monitoring of first aid equipment and rooms

First aiders and co-ordinators should inspect the first aid equipment within each box on a regular basis and replace any items as necessary, paying particular attention to expiry dates, cleanliness etc. Replacement items are available through the first aid co-ordinators who will address these through the Finance department.

First aid co-ordinators will also undertake to periodically inspect any first aid rooms and defibrillators within their locations and, in addition to maintaining equipment levels, report any damage, missing items or other problems to Health & Safety. These inspections will be logged on a monthly basis by the co-ordinators.

Health & Safety will carry out a full audit of the first aid rooms on a regular basis.

10. Automated external defibrillators

Portable AEDs are lightweight devices that are relatively easy to operate and are intended for use in emergency situations when a casualty has a serious cardiac rhythm disturbance causing unconsciousness, such as a heart attack. AEDs are not effective for all cardiac emergencies but they are of benefit in a small proportion of acute emergencies.

An AED acts to correct abnormal heart rhythms 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. The automatic diagnostic sequence ensures that they will only operate under appropriate circumstances thus preventing their incorrect use. The quicker lifesaving first aid and a defibrillator are used on a casualty, the better the outlook for survival.

The Resuscitation Council (UK) guidelines (www.resus.org.uk/pages/aed.pdf) strongly promote that the availability of AEDs and the fact they can be operated by any person is widely publicised. The university's arrangements for placement of defibrillators and training/familiarisation in their use aims to ensure that a defibrillator and a trained operator reach the casualty promptly. Further information is available at <http://staff.napier.ac.uk/has> under "Guidance"- "Defibrillators".

AEDs are provided by the university at the following campuses:

- Merchiston – adjacent to disabled toilets – bottom of stairs
- Sighthill – left of reception outside lift
- Craiglockhart – left of reception desk

In addition to the above locations, AEDs are also located in other areas throughout the university:

- [EN]gage sports centre, Sighthill – behind reception desk
- School of Applied Sciences – outside room 3.C.13, Sighthill
- School of Applied Sciences - O.F.07, Sports Centre, Sighthill
- Student accommodation

Maintenance of AEDs

The AEDs need to be checked on a regular basis by first aid coordinators/local staff. This duty will generally be assigned to first aid co-ordinators for monthly checks. Property & Facilities will also carry out a 6 monthly maintenance check of the storage boxes and contents. The checks are to ensure the equipment is in the correct location, is secure, that the equipment display is indicating ready for use and that the accessories in the case are all present and correct. A record of the checks must be maintained on the [specific form](#). Should any of the above not be in place, the person is to report the situation immediately to Health & Safety. The AEDs have the facility to highlight when the batteries are running low or there are other problems. There is therefore no routine replacement of batteries or pads required.

If an AED is taken out of use for any reason Health & Safety must be notified in order that they may inform local AED operators and other relevant persons and initiate a replacement.

The need or requirement of an incident in the application of an AED must be reported on the accident/incident form and forwarded to Health & Safety.

11. First aid record keeping

Whenever a member of staff administers first aid, they must complete an accident report form and send to Health & Safety. The accident report form will be completed by a person administering first aid should the incident have related to an accident, dangerous occurrence or near miss.

Reporting of such information will assist in the identification of activities which may cause ill-health or injury and will therefore help in the prevention of future incidents.

Where these reports relate to incidents involving employees, a copy of the accident report form will be forwarded from Health & Safety to Human Resources & Development to be maintained on the employee's file.

12. Information on first aid arrangements

In order for the university's first aid arrangements to operate effectively, it is important that they are known and understood by everyone in the university. The name, location and extension number of all current first aiders are listed on the staff intranet at <http://staff.napier.ac.uk/has> under "Guidance" – "First Aid". All new members of staff, as part of their induction, should be made aware of the university's first aid provision and the current procedures in place.

Signage

The blue accident signs, which indicate where and how the nearest first aiders can be contacted, are kept updated by the first aid co-ordinators. The signs are located at regular intervals throughout all campuses next to the blue fire procedure signs.

13. Implementation of the First Aid Policy

In order that adequate and appropriate first aid provision exists across the university, it will be necessary to carry out the following activities:

- in conjunction with the annual risk assessments, undertake an assessment of first aid needs for each area/activity/building and review the assessment on a regular basis.
- use the information from the HSE guidelines (**Appendix 1**) in conjunction with risk assessments, student numbers, staff numbers and any other relevant information to determine the number and level of trained staff required and also any additional requirements on an annual basis.
- ensure that all members of staff are familiar with the first aid arrangements in their area.
- keep an up to date list of first aiders available on the staff intranet site and display relevant notices within appropriate areas, such as first aid rooms.
- carry out regular audits/checks on first aid materials, rooms and procedures.

References/Further Reading

First aid at work: www.hse.gov.uk/firstaid

Risk assessment: www.hse.gov.uk/risk

Reporting accidents and incidents at work: A brief guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) Leaflet - INDG453 (rev1) HSE Books
www.hse.gov.uk/pubns/indg453.htm (see also www.hse.gov.uk/riddor)

Safety signs and signals. The Health and Safety (Safety Signs and Signals) Regulations. Guidance on Regulations L64 (Third edition) ISBN 978 0 7176 6598 3 www.hse.gov.uk/pubns/books/l64.htm

Basic advice on first aid at work leaflet INDG347 (rev2) www.hse.gov.uk/pubns/indg347.htm

Skin at work <http://www.hse.gov.uk/skin/index.htm>

Information on the training in the use of automated external defibrillators is available from the Resuscitation Council (UK) at www.resus.org.uk

APPENDIX 1 - HSE guidance on assessment of first aid requirements

The following table is taken from the First Aid at Work, The Health and Safety (First Aid) Regulations, Approved Code of Practice and Guidance L74, published by HSE books.

From your risk assessment, what degree of hazard is associated with your work activities?	How many employees do you have?	Suggested Number of First Aid Personnel
Low-hazard, e.g. offices, shops, libraries	Fewer than 25	At least one First Aider
	25-50	At least one First Aider
	More than 50	At least one first-aider trained in FAW for every 100 employed (or part thereof)
Higher-hazard, e.g. light engineering and assembly work, food processing, warehousing, extensive work with dangerous machinery or sharp instruments, construction, chemical manufacture	Fewer than 5	At least one First Aider
	5-50	At least one first-aider trained in FAW depending on the type of injuries that might occur
	More than 50	At least one first-aider trained in FAW for every 50 employed (or part thereof)

Source: *First aid at work - The Health and Safety (First-Aid) Regulations*

APPENDIX 2 – Duties of University First Aiders

Introduction

The university is required under the Health & Safety (First Aid) Regulations to make suitable and adequate arrangements for first aid to be available for its employees.

The university performs a diverse range of activities and has vast numbers of people entering buildings on a daily basis which includes staff, students and visitors. The university determines the first aid provision across campus (and off) via risk assessments undertaken which take into account the various activities taking place.

As a result of the risk assessments (which are constantly under review) a number of staff are trained as first aiders and have access to a standard first aid box. First aiders may also be required to render first aid within other university premises of which they are not resident.

Definition of a university first aider

First aid is defined as the “help given to a sick or injured person until full medical treatment is available”. All university first aiders have been trained in First Aid at Work. The certificate is renewed on a three yearly basis.

Duties and responsibilities

Further to the content of the First Aid Policy, it is the first aider’s responsibility to:

- 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.
- **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.
- 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 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. Where the injury or illness has occurred in the university, the cost for this will be covered by a central fund.

APPENDIX 3 – Useful contacts

Accident and emergency departments

Royal Infirmary of Edinburgh – age 13 and over
51 Little France Crescent
Old Dalkeith Road
Edinburgh EH16 4SA
0131 536 1000

St John's Hospital – all ages
Howden Road West
Howden
Livingston
West Lothian EH54 6PP
01506 532000

Sick Kids - under 13 years
9 Sciennes Road
Edinburgh EH9 1LF
0131 536 0000

Minor injuries

Open 7 days a week from 09:00-21:00hrs. No appointment is necessary. It is staffed by specialist nurses. Services available:

- Treatment for a wide range of injuries such as cuts, burns, sprains and simple fractures for patients aged over one year.
- X-rays for patients aged 12 years and over.
- Simple painkillers, tetanus vaccination and certain antibiotics for patients aged 12 years and over.
- Physiotherapy referral.
- Advice and health promotion is offered to all patients who attend.

Western General Hospital
Crewe Road South
Edinburgh
0131 537 1330

NHS24

Works with local NHS boards out of hours services providing health advice and help when GP practices are closed. Has a self-help guide to help identify symptoms and best course of action. Also has the NHS Health Encyclopaedia for information on illnesses, conditions, tests and treatments.

111 or www.nhs24.com

NHS Lothian

Useful site on all services within NHS Lothian, including emergency dentists and GPs.
www.nhslothian.scot.nhs.uk

APPENDIX 4 – Minimising risk of exposure to blood products and blood borne viruses

- do avoid contact with blood and bodily fluids.
- do take all necessary precautions to prevent puncture wounds, cuts and abrasions in the presence of blood and bodily fluids.
- do avoid use of, or exposure to, sharps (needles, glass, metal, etc.) when possible and discard sharps directly into the sharps container immediately after use and at the point of use.
- do take particular care in handling and disposal if use of sharps is unavoidable – one use only. Contaminated sharps must be discarded into an approved sharps container. This must be constructed to BS EN ISO 23907:2012 and used containers must be disposed of through a waste management company who will dispose of them safely as ‘waste for incineration only’.
- do protect all breaks in exposed skin by means of waterproof dressings and/or gloves.
- do protect the eyes and mouth by means of a visor or goggles.
- do apply good, basic hygiene practices including handwashing before and after glove use and avoid hand-to-mouth/eye contact.
- do control surface contamination by blood and body fluids by containment and appropriate decontamination procedures.
- do dispose of all contaminated waste safely and refer to relevant guidance if you are uncertain how to classify and dispose of your waste.

In the event of a needle stick injury or contamination from blood or bodily fluids to cuts, eyes or mouth the employee must attend Accident and Emergency within 1-2 hours in order for clinical risk assessment and prophylactic measures to be undertaken, if indicated as appropriate. This injury must be reported to management and Health & Safety notified.

APPENDIX 5 – Examples of additional training needs

Additional training	When additional training may be relevant
Management of a casualty suffering from hypothermia or hyperthermia	Extensive exposure to the outdoor environment due to, for example, regular maintenance activity, e.g. trackside rail work, forestry.
Management of a casualty suffering from hydrofluoric acid burns	Glass industry, chemical manufacture, or other industries using pickling pastes containing hydrofluoric acid.
Management of a casualty suffering from cyanide poisoning	Chemical manufacture.
Oxygen administration	Confined space work, for example tank cleaning operations and working in sewers. Also, where there is a risk of exposure to hydrogen cyanide.
Management of a drowning casualty	Swimming pools, fish farms.
Use of an automated external defibrillator	All sectors where you have decided that the presence of a defibrillator may be beneficial through a needs assessment.
Recognise the presence of major illness and provide appropriate first aid (including heart attack, stroke, epilepsy, asthma, diabetes)	Wherever the environment is low hazard but you have identified a risk, either based on the known health profile, age and number of employees or a need to consider members of the public.
Paediatric first aid, as required by the Department for Education or local authorities, which complies with the syllabus produced by OFSTED for first-aid provision for children in a school or other childcare setting	Schools and nurseries.

Source: *First aid at work - The Health and Safety (First-Aid) Regulations*

APPENDIX 6 – Content of a First Aid at Work course

- understand the role of the first-aider, including reference to:
 - the importance of preventing cross infection;
 - the need for recording incidents and actions;
 - use of available equipment;
- assess the situation and circumstances in order to act safely, promptly and effectively in an emergency;
- administer first aid to a casualty who is unconscious (including seizure);
- administer cardiopulmonary resuscitation;
- administer first aid to a casualty who is choking;
- administer first aid to a casualty who is wounded and bleeding;
- administer first aid to a casualty who is suffering from shock;
- provide appropriate first aid for minor injuries (including small cuts, grazes and bruises, minor burns and scalds, small splinters).
- administer first aid to a casualty with:
 - injuries to bones, muscles and joints, including suspected spinal injuries;
 - chest injuries;
 - burns and scalds;
 - eye injuries;
 - sudden poisoning;
 - anaphylactic shock;
- recognise the presence of major illness (including heart attack, stroke, epilepsy, asthma, diabetes) and provide appropriate first aid.

Source: First aid at work - The Health and Safety (First-Aid) Regulations