

Health and Safety Office

First Aid Administrator Guidance Notes

Even in Departments with low health and safety risks, there is always a possibility of accident or sudden illness. It is therefore important that someone is available to take immediate action, such as calling an ambulance and to ensure that the first aid equipment is kept up to date.

Departments must, in the absence of first aiders, appoint a person for this purpose, though first aid administrators are not necessary where there are adequate numbers of first aiders. Departments must if their assessment indicates provide first aiders and not rely on first aid administrators.

It must be remembered that first aid administrators are not first aiders and so should not attempt to give first aid for which they have not been trained.

What to do in an emergency

Priorities

Your priorities are to:

- assess the situation – do not put yourself in danger;
- make the area safe;
- send for help – do not delay.

Ambulance required - call 999

This enables the emergency medical dispatcher to give vital advice on how to deal with the situation directly to those involved with the incident while waiting for help to arrive. Then call Security Services on 112233 as soon as possible (or ask someone else to do this) so that they can direct the Ambulance Service to the incident or provide additional first aid support if necessary.

Prior to the ambulance service arriving contact a local first aider who will be able to provide assistance.

If there has been a serious accident then please also consult the procedure outlined in the University Guide to Health & Safety Management.

Basic advice to first aid at work is available at;

<http://www.hse.gov.uk/pubns/indg347.pdf>

First Aid Boxes

There is no standard list of items to put in a first-aid box, equipment required depends upon the assessment.

It is the role of the first aid administrator to ensure that the contents of the first aid kit are checked and stocks replenished. It is recommended that boxes are checked on a monthly basis.

The guide to the minimum stock of first-aid items is:

- a leaflet giving general guidance on first aid, eg HSE leaflet *Basic advice on first aid at work*;
- 20 individually wrapped sterile adhesive dressings (assorted sizes);
- two sterile eye pads;
- four individually wrapped triangular bandages (preferably sterile);
- six safety pins;
- six medium-sized (approximately 12 cm x 12 cm) individually wrapped sterile unmedicated wound dressings;
- two large (approximately 18 cm x 18 cm) sterile individually wrapped unmedicated wound dressings;
- Resusci face shield
- one pair of disposable gloves.

There must not be any tablets or medicines kept in the first-aid box.

The above is a suggested contents list only; equivalent but different items will be considered acceptable.

Replacement stocks are available from the Health and Safety Office, information available at; <https://www.bris.ac.uk/safety/uobonly/forms/health/falist.doc>

For any further information please contact the Health and Safety Office on extension 88780