

## First Aid at Work Code of Practice

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### Reviews and Revisions

Action	Date	Reason	Reviewer
<b>Code of Practice Review</b>	<b>26/8/15</b>	<b>Changes to First Aid procedures</b>	<b>Lesley Salkeld</b>
Review	16/05/2016	To reflect new operating procedures	Lesley Salkeld

## Contents

Reviews and Revisions.....	1
Action .....	1
Date .....	1
Reason .....	1
Reviewer .....	1
Introduction .....	3
Risk Assessment and the Number of First Aiders .....	3
First Aiders .....	4
Training.....	4
First Aid Containers .....	5
Automatic External Defibrillators (AEDs).....	5
Use of Epi-Pens.....	7
First Aid kits for Travelling aboard on University Business .....	8
The Provision of First Aiders on Visits, Fieldwork, Expeditions and Adventurous Activities. ....	8
Ventures outside the United Kingdom .....	9
Appendix 1: Contents of First-Aid Containers and Kits .....	10
ITEM.....	10
FIRST AID BOXES.....	10
TRAVELLING FIRST AID KIT .....	10
Terms & Conditions of First Aiders.....	11

## Introduction

The Health and Safety (First Aid) Regulations 1981 require the University to provide adequate first aid cover during all working hours, depending on the nature and degree of hazard and the number of people at work. The Head of Health and Safety undertakes a biennial risk assessment to determine the necessary provision of first aid in Faculties and Services.

In premises open to students and visitors cover must be adequate to provide emergency first aid to all people who work at or visit the premises.

First aid information notices must be posted at suitable locations throughout the University and a means of summoning help must be available at all times when a building is open. First aid notices can be obtained via the Campus Services Helpdesk on Ext. 4070.

## Third Party Contractor Responsibilities

This Code of Practice will apply in Northumbria University properties whether managed directly or indirectly by a third party. The Responsible Person shall ensure suitable systems are in place to ensure compliance.

In the case of third party contractors, they will be directly responsible for maintaining suitable first aid provision for their employees and any sub-contracted resources they appoint to work on University premises.

In relation to residential accommodations, the Emergency Response Team will continue to support requests for first aid out of normal hours.

## Risk Assessment and the Number of First Aiders

The activities of the University are diverse and can be categorised as high hazard, low risk – this is because there is a great range of occupational health and safety hazards associated with the teaching, research and business activities, but without the production pressures on people and processes that are found elsewhere.

The University's risk assessment is based on working hours, including shift/weekend/night work and holiday and sickness absences together with the nature and degree of hazards associated with business activities, teaching and research activities.

The number of First Aiders and facilities available is adequate to give assistance to casualties with either common injuries or illness likely to arise in the circumstances and summon professional assistance when necessary.

## First Aiders

All appointed First-Aiders must hold a valid certificate of competence in first aid at work issued by a competent, accredited organisation appointed by the University to deliver such training. This is to ensure that industry standards are met whilst carrying out specific activities, research or work.

First Aiders are identified by requirement of their job roles:

- Security staff and Facilities Services Assistants form the “core” first aid provision across the University
- This is supplemented in high risk areas by Technicians within Faculties and Sports Assistants in the Sporting Facilities.

## Requesting Assistance

In the event of a request for first aid, Security Control should be contacted on (0191) 227 3999 for non emergency first aid or (0191) 227 3200 in an emergency. A First Aider will be dispatched to the scene immediately to assist.

If the First Aider considers it necessary then an ambulance should be requested by dialling 9-999 and passing the relevant information over to the Emergency Operator. The First Aider should also request that a colleague calls the Security Control on ext. 3200 to inform them that the ambulance service has been requested. Security will assist the First Aider as and where possible and will help the ambulance/paramedic service locate the casualty.

## Training

All training for First-Aiders will be provided by the University appointed first-aid training provider only. The qualification, which is certificated, is renewable on a three yearly cycle. This will be coordinated by the Human Resources Department.

The initial training is a three day certificated qualification and this will be supplemented by an annual refresher training session.

Although the annual refresher is not mandatory, the Health & Safety Executive strongly recommend it in order to help first aiders maintain their basic skills and keep up to date with any changes in first aid procedures.

The University is committed to support such initiatives as recommended by the HSE.

## First Aid Containers

The size and number of first aid containers has been determined by the risk assessment for each building. All containers must be easily accessible and available at all times. They must be easily identifiable as first aid containers by having a white cross symbol on a green background displayed on the outside.

The contents of first aid containers must be controlled to ensure that only the items identified in appendix 1 "Contents of first-aid containers and kits" are stored. In certain circumstances there may be a need for additional equipment and materials, such as scissors, adhesive tape, disposable gloves, disposable aprons, individually wrapped moist wipes, etc. These items may be stored in the container if it is large enough, or they may be kept separately, as long as they are available if required. **Tablets and medication of any kind are not permitted.**

In addition to the above and where mains tap water is not readily available for eye irrigation, at least a litre of sterile water or sterile normal saline (0.9%) in sealed, disposable containers must be provided. Once the seal has been broken on a container, it must not be kept for re-use. Solutions, which are marked with an expiry date, must not be used after the date indicated.

Each First Aider at each building is responsible for regularly checking and re-stocking containers and equipment as part of their duties.

## Automatic External Defibrillators (AEDs)

### AED Locations

The University has AEDs in all three sporting venues, Sports Central, Coach Lane Sports Centre and Bullocksteads. All Duty Managers and Supervisors, as a minimum, are trained in the use of the equipment to ensure there is always one fully trained member of staff on duty.

There are two AED's situated at Coach Lane Campus, one at the Reception at CLC West and the other at CLC East.

Additionally, at City Campus, the Emergency Response Team in Campus Services Security section are provided with a portable AED to cover major events, conferences congregations etc. and there is an AED in reception at City Campus East

### AED Access

The AEDs will be kept in carry cases, stored in wall-mounted cabinets, positioned prominently in the locations above. The AED, in its carry case, is easily removed from the cabinet by pulling the door open.

### Cardiac Arrest Emergency Procedure

The following sequence applies to the use of AEDs in a casualty who is found to be unconscious and not breathing normally;

- Check for and remove the person from any danger, if safe to do so (the Rescuer must NOT put themselves in danger or at risk),

- Check for response, check for breathing, shout for assistance and call the emergency services on 9-999 providing accurate details of the exact location.
- Access and bring the nearest AED to the scene, open the lid of the AED and follow the instructions provided (these will be in voice and text formats).
- If more than one person makes themselves available to act in a rescue, then the above protocols should still be followed except that one person remains with the casualty and commences CPR. The second Rescuer should also call Security on ext. 3200 and collect the nearest AED before returning to the scene.
- When the electrodes are adhered to the casualty's bare chest, the AED will assess the casualty, checking the rhythm of their heart. Ensure that nobody touches the casualty while the AED is analysing the rhythm.
- If a shock is indicated ensure that nobody touches the casualty.
- The Rescuer should then follow the instructions provided (in voice and text formats) by the AED and continue to do so until professional medical assistance arrives at the scene and assumes responsibility for the casualty.
- If the casualty does not need to be defibrillated, the AED will not allow a shock to be administered.
- The Rescuer should continue to administer CPR if the patient remains unconscious and is not breathing until professional help arrives.

### **Following an incident**

If the AED is applied to a casualty at an incident, once they have left for hospital the following should apply;

- Dispose of used pads and replace with the spare set in the carry case. Place the unit back into the designated storage area.
- A University Incident Form must be completed and the Central Health and Safety Team notified at the earliest opportunity.

### **Post Incident Support Counselling**

Professional support, including counselling, is available for any member of the University who may be affected by involvement in a cardiac arrest emergency.

### **Maintenance of AEDs**

The AEDs need to be checked on a monthly basis. This duty is assigned to the Security Team Leader. The checks are to ensure the equipment is in the correct location, is secure, that the equipment display is indicating it is ready for use and that the accessories in the case are all present and correct. A record of the checks should be recorded. Should any of the above not be in place, the person is to report the situation immediately to the Facility Manager.

The AEDs have the facility to highlight when the batteries are running low or there are other problems. This should be noted during monthly checks and arrangements made to replace the batteries as a matter of urgency.

The AEDs installed by the University are suitable for any person to use. At every stage, the equipment talks to the user, instructing them in what to do. Whilst many First Aiders will also receive additional Adult Basic Life Support training in the use of the AEDs this is not a pre-requisite and other opportunities are available to promote the wider familiarisation of member of the University in the use of AEDs.

### **Basic Life Support Training**

The Emergency Response Team will receive training on the use of AEDs in addition to the First Aid at Work training and should be refreshed annually.

## **Use of Epi-Pens**

Some staff and students carry their own medication that has been prescribed by their doctor for existing medical conditions. If an individual needs to take their own prescribed medication, the first-aiders' role is generally limited to helping them to do so and contacting the emergency services as appropriate.

Medicines legislation restricts the administration of injectable medicines. Unless self administered, they may only be administered by or in accordance with the instructions of a doctor (e.g. by a nurse). However, in the case of adrenaline there is an exemption to this restriction which means in an emergency, a layperson is permitted to administer it by injection for the purpose of saving life.

The use of an Epi-pen to treat anaphylactic shock falls into this category. Therefore, first-aiders may administer an Epi-pen if they are dealing with a life-threatening emergency in a casualty who has been prescribed and is in possession of an Epi-pen and where the first-aiders is trained to use it. All University appointed First Aiders undergo mandatory training in the Use of Epi-pens.

## **Hydrofluoric Acid – First Aid requirements.**

The University has a designated laboratory for the use of Hydrofluoric Acid (HF) – Ellison A 408.

What makes Hydrofluoric acid so dangerous is its combination with the Fluoride ion. It is this ion that causes destruction to skin, tissues, bone and possible death. Due to the aggressive fast nature of the acid, pain to the affected area(s) can be delayed from 1-24 hours. Contact exposure can also cause systemic toxicity by being absorbed into the blood, interfering with the body's metabolism of calcium, and can cause hypocalcaemia (low calcium levels), hyperkalaemia (high potassium levels) and/or hypomagnesaemia (low magnesium levels) this can occur when as little as 25 square inches of skin have been exposed and can lead to cardiac arrest. As a gas HF is an acute poison that can immediately and permanently damage lungs and the corneas of the eyes; exposure to the gas can also be fatal.

Even relatively low strength Hydrofluoric Acid is toxic and has the potential to cause serious tissue damage and death when contaminated individuals are not treated swiftly. C-Gel is a high performance calcium gluconate gel. C-Gel combines with and neutralises the fluoride ion present in HF acid. This helps to prevent pain and tissue damage caused by HF acid whilst a patient is in transit to hospital.

The treatment of an exposure to HF must be immediate, it is a requirement that all users of HF are trained in the use of antidotes such as Calcium Gluconate, diluting with water is not sufficient and will tend to spread the acid to other areas of the body causing more pain. The use of HF must detail in a risk assessment that the anti-dote is made available in the room before any work commences.

Specialist first aid training is delivered to staff working with Hydrofluoric Acid.

## **First Aid kits for Travelling aboard on University Business**

The risk assessment for the activities to be carried out abroad and the health advice given by the Foreign & Commonwealth Office will dictate the requirements for a “personal” first aid kit. The sensible action is to not over prescribe i.e. give just enough for the visit.

The British Standard guidance document BS8848:2007 – Specification for the provision of visits, fieldwork, expeditions and adventurous activities outside the UK, identifies that first aid and medical kits should be provided and be relevant to the venture and country. Medical advice should be taken when considering the contents for high risk countries – for example sterile needle kits, access to screened blood etc.

## **The Provision of First Aiders on Visits, Fieldwork, Expeditions and Adventurous Activities.**

A ‘Field Trip’ covers any trip taken by University staff or students that is in support of the educational or research objectives of the University and which takes place in locations that are not under the direct control of the University.

The University has a responsibility to help protect the welfare of its staff or students whether they are working or studying on University premises or engaging in University field trips.

It is strongly recommended by the Universities and Colleges Employers Association (UCEA) in the publication Guidance on Safety in Fieldwork, that at least one member of staff attending a field trip should, as a minimum standard, hold a HSE approved first aid at work certificate (i.e. four day training) and have authorisation from the University to administer first aid. Other supervisors should be trained in emergency first aid and all members briefed in specific procedures (cuts, bites, etc.).

A risk assessment incorporating an examination of the need for First Aiders must be undertaken before any proposed field trip. Consideration must be given to the type of activity being undertaken, the location, access to medical services and availability of emergency services in the immediate area.



## Ventures outside the United Kingdom

For each venture outside of the United Kingdom, the person appointed to organise the trip should take on the role as Venture Leader. They must ensure that the team leaders have received training in the use of the medical kits used on the venture.

The level of first aid provision provided must be proportionate to the assessed risks associated with the individual visit expedition or activity. So, for example, for visits to remote regions with limited access to medical facilities - the Venture Leader should ensure that one or more of the team has an advanced first aid qualification.

These First Aiders are appointed by each Faculty for this specific role and are not University designated First Aiders.

The Venture Leader must assess the medical hazards associated with the venture, taking into account pre-existing medical conditions and any medication being taken by participants.

The Venture Leader must also ensure that all participants are informed about vaccinations and prophylaxis necessary for the venture and advise them to seek guidance as to the health implications of travel to the intended destination, from their GP.

Lesley Salkeld  
Head of Health and Safety

## Appendix 1: Contents of First-Aid Containers and Kits

ITEM	FIRST AID BOXES	TRAVELLING FIRST AID KIT
Guidance Card	1	1
Individually wrapped sterile adhesive dressings (assorted sizes)	20	6
Sterile eye pads, with attachment	2	-
Individually wrapped triangular bandages	4	2
Safety Pins	6	2
Medium sized individually wrapped sterile unmedicated wound dressings (approx. 12cm x 12cm.)	6	-
Large sterile individually wrapped unmedicated wound dressings (approx. 18cm x 18cm.)	2	1
Pair of disposable gloves	1	1
Individually wrapped moist cleaning wipes (where running water not available)	10	6

Disposable plastic gloves and aprons and any other protective equipment considered appropriate should be provided and stored as close as possible to the first aid materials.

It is essential that they are stored adequately to prevent contamination and deterioration and they must be checked periodically, by the First Aider with responsibility for that particular container or kit, to ensure that they remain in good condition.

First aid dressings must not be used after the expiry date marked on the packaging.

## Terms & Conditions of First Aiders

Designated First Aiders:

- 1) Are responsible for administering first aid when called upon in all University buildings
- 2) Must hold a current first aid certificate
- 3) Must ensure that they are familiar with the University accident reporting procedure. After attending to an injured person, designated first aiders should ensure that they complete the "Report of Accident/Dangerous Occurrence/First Aid response form giving precise details of the nature and extent of all injuries sustained and treatment given.
- 4) Are required to monitor their local first aid container to ensure they are adequately stocked. Supplies to stock containers may be obtained from Campus Services Administration Section – ext. 3171
- 5) Are required to monitor the local first aid Instructions notices to ensure that the details displayed are correct.
- 6) Must inform Campus Services Administration Team (ext. 3171) of any changes of duties, building location or telephone number so that central records and local instruction notices can be amended.
- 7) Designated first aiders in Faculties who transfer to another building or area will only be re-appointed providing (i) a vacancy exists, (ii) there has been no change of duties which would render them unsuitable as designated first aiders.