



Health & Safety Office

Policy and Procedures for Access to and Provision of First Aid.

1. Scope of Policy

1.1 This policy is designed to guide all staff and students of Dublin City University on the procedures in place to:

1. Access first aid assistance
2. Provide first aid assistance
3. Report accidents/incidents requiring first aid assistance
4. Access and maintain first aid equipment and supplies.

1.2 Nothing in this policy shall supercede in whole or in part the duties of employers or employees under:

- (a) Existing statutory provisions relevant to safety, health and welfare at work
- (b) Common law
- (c) DCU Safety Statement

1.3 Staff are referred to other relevant documents (available on the DCU, Health and Safety website)

- (a) University Safety Statement,
- (b) Procedure for calling an ambulance
- (c) Policy and Procedures for Occupational Injury/Incident Management

2. Access to First Aid

A qualified First Aider is defined as a person having successfully completed a 3 day occupational first aid course, or equivalent refresher course within the last 3 years.

2.1. A list of qualified First Aiders and their telephone numbers is displayed in the foyer of each building. In the event that a First Aider is required, the injured party or their helper should call the number listed giving clear details of the location of the accident/incident and a brief description of the nature of the injuries. If no First Aider is available, call DCU Security on **5999**.

2.2 The caller or other by-standers should remain with the injured party until the arrival of the First Aider.

2.3 After office hours, until 10pm at night, a member of the security team, trained in Occupational First Aid will respond to the call.

2.4 First Aiders will respond to the incident according to their training and to health and safety guidelines. If injured party requires more than basic first aid (ie hospital treatment) the First Aider will arrange transportation by taxi or ambulance (depending on the seriousness of the condition) to hospital.

3. The Provision of First Aid

3.1 All Schools / Units have responsibility to provide trained Occupational First Aiders to respond to first aid incidents. The Health & Safety Office has responsibility for the provision of occupational First Aid training complying with the requirements of the Safety, Health & Welfare at Work (General Applications) Regulations, 1993.

3.2 All trained Occupational First Aiders are listed in each building beside first aid box. All qualified First Aiders have a key to the wall mounted first aid boxes, and all the keys are keyed alike so the First Aiders can open boxes in any building across campus.

3.3 If a First Aider leaves DCU or no longer wishes to participate in the DCU first aid team, the Head of School/Unit must notify the Health & Safety Office. They should

seek a replacement from among their staff and forward that name to Health & Safety Office to be added to the waiting list for next available first aid course.

4.0 Reporting/Documentation of Injuries/Incidents

4.1 The First Aider will initiate the record of Injury / Incident at the scene of the accident. The injured party should where possible complete their own details. The form should then be forwarded to the relevant Head of School / Unit for completion prior to it being sent to the Health and Safety Office.

4.2 In the event of a serious or unusual accident/event, the First Aider is required to notify the Health and Safety office as soon as possible.

4.3 Injury / Incident forms are obtained from the Health and Safety Office.

5.0 Maintenance of First Aid Equipment and Supplies

5.1 Replacement stock can be obtained from Margaret Keegan, Health & Safety Office H256 School of Nursing, during mornings only. A copy of the First Aid Supplies Requisition Form and a list of required contents for first aid boxes are available to download from Health & Safety webpage. The on-call First Aider is responsible for restocking the first aid bag/box as necessary after each incident.

5.2 First Aiders within Schools/Units should ensure that a mechanism is in place locally to ensure that the boxes are also restocked according to need.

6.0 Policy Maintenance and Ongoing First Aider Training

6.1 The Health and Safety Office maintains listings of all DCU First Aiders and is responsible for notifying First Aiders of the dates for three year refresher training. In addition, in order to ensure First Aiders skills are practiced, annual workshops are run in January. These workshops also ensure that First Aiders are kept informed of any

skills updates, new legislation, injury/incident reports and that First Aiders have a forum within which to raise issues or seek advice from their peers.

6.2 It is the responsibility of the Health and Safety Office to update all health and safety policies in response to changes in legislation and local developments.

6.2 All staff are required in the interest of health, safety and welfare at work to keep themselves informed of the relevant policies and procedures.