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| Person Responsible: Edel Niland | Document Control: Most recent version is available on website www.dit.ie/safework | Contact: edel.niland@dit.ie |

1.0 POLICY

Introduction

[The Safety, Health and Welfare at Work \(General Application\) Regulations 2007 Part 7, Chapter 2](#) requires an employer to designate at each place of work under his/her control such a number of occupational first-aiders as is necessary to render first-aid at the place of work concerned. It also requires an employer to ensure that the number of occupational first-aiders, their training and the equipment available to them is adequate, taking into account the size and hazards or both of each place of work.

This policy and procedure sets out the resources in place to ensure compliance with this Regulation.

2.0 SCOPE

This policy and procedure applies to all staff members, students, contractors/service providers, visitors and campus users.

3.0 DEFINITIONS

First-aid is the immediate treatment in life threatening situations (e.g. heart stoppage or severe bleeding) pending medical help, or the immediate treatment for minor injury (cuts, bruises etc.)

First-aid does not cover the administration of drugs or medications. First-aid does not include aftercare treatment for injuries and illnesses.

Occupational First-aider

An occupational first-aider means a person who is trained and qualified in occupational first-aid.

If specific or unusual hazards are present, the occupational first-aider must receive additional or specialised training particular to the first-aid requirements for special hazards.

4.0 RESPONSIBILITIES

Heads of School/Function

- Heads of School/Function should ensure that first-aid arrangements are identified and addressed in their Safety Statement and risk assessments. In assessing first-aid requirements, Heads of School/Function should ensure that provision is made for evenings, weekends, trips, examinations, seminars etc. As a minimum all workshops, laboratories (except computer laboratories), kitchens and studios should have a first-aid kit.

Other factors to be considered include the following (*Please click to open hyperlink*):

- [Determining first-aid arrangements for your School/Function](#)
- [First-aid provision](#)
- [Guidelines on first-aid at places of work](#)
- [Recommended contents: first-aid box/travel kit](#)
- [First-aid rooms](#)
- If new processes/activities are introduced, risk assessments must be reviewed accordingly to determine whether additional arrangements are required or if additional/specific hazard training for occupational first-aiders is necessary. [Additional Training Requirements \(please click\)](#)
- Heads of School/Function should ensure that all staff who
 - (i) engage in lone/out of hours access
 - (ii) work or supervise in kitchens, laboratories (except computer laboratories), workshops, studios and other areas identified through risk assessments are trained in one day emergency first-aid.

Please see the DIT [Policy on Health and Safety Training for Staff \(please click\)](#)

Health & Safety Office

- Provide information (notes) and guidance to staff members and students on any matter relating to first-aid
- Assist each School/Function in determining their first-aid arrangements as part of the risk assessment process
- Ensure that training and certification is provided in conjunction with the Staff, Training and Development Office
- Provide an emergency support contact number from 9am-5pm Monday – Friday
- Provide first-aid stock and liaise with designated personnel in Schools/Functions to issue replacement stocks

Designated First-aiders

- Provide first-aid to persons as required
- Maintain first-aid kits to [approved standards](#) in designated area in conjunction with the Health and Safety Office. Please see the [Order form](#)
- Deal with each incident safely by following the training they have received and follow the procedures set out in this document
- Attend refresher and specialist training as required

Buildings Maintenance Staff Members

- Assist staff members/administer first-aid and students with first-aid when required
- Undertake the training necessary for them to carry out their work safely
- Deal with each incident safely by following the training they have received and follow the procedures set out in this document

All Staff Members, Students and Campus Users

- Be aware of the First-aid Policy & Procedure

- Co-operate with Heads of School/Function to ensure sufficient arrangements are in place
- Report all incidents immediately
- Report any missing stock from first-aid kit to the Head of School/Function

5.0 PROCEDURES

5.1 Procedure in the event of an incident (injury/illness)

- (a) The first-aider should be notified immediately. A list of first-aiders is available in each Safety Statement and on the Health and Safety Website. *How is a DIT first-aider contacted? (please click)*
- (b) The first-aider must decide on assessing the situation whether to:
- Treat the person if a minor injury/illness is presented*
 - Refer to the Institute's Health centre if it is a student*
 - Refer persons other than students to their own GP or local A&E Department*
 - Advise the person to go home*
 - Advise that the person returns to work/college*
 - Call Emergency Services if serious or in doubt*
- (c) If a patient is referred home/to local A & E, they should be accompanied by a friend/responsible person where possible
- (d) The accompanying person should stay with the person until they are under the care of/are attended to by a nurse or doctor, or until next of kin/a family member/partner/friend arrives to be with them. If the person is not returning back to work/college, then the accompanying person must report back to their Head of School/Function
- (e) The first-aider should delegate a competent person to inform next of kin of injury/illness (only necessary when casualty is being hospitalised). This must only take place with the person's consent
- (f) If known, the first-aider should inform the relevant Head of School/Function if the person does not return to work/college the following day and the Health and Safety Office should be informed
- (g) All first-aid treatments should be recorded on an incident report form. The Head of School/Function will ensure that an incident report form is completed and forwarded to the Health and Safety Office
- (h) If Emergency Services are required, the first-aider should designate a person to contact the Emergency Services. The following sequence should take place:
- The designated person should clearly state the exact location and suspected condition of the casualty, how many people need assistance, inform of any potential hazards e.g. flammables etc.
 - They should not hang up from the operator until the operator is happy with all the information
 - They should return to the first-aider and inform them that the task is complete
 - They should report all information to the front desk and ensure that a clear passageway is available for Emergency Services

- They should meet and direct Emergency Services to the appropriate area

6.0 TRAINING AND INFORMATION

DIT will provide education and training opportunities to all staff members and students to increase awareness and knowledge of first-aid arrangements. This will be facilitated by the Health & Safety Office and Staff Training & Development Office. First –aid arrangements will be communicated to staff and students by the relevant School/Function in conjunction with the Health and Safety Office and all details are available in the risk assessments.

7.0 REVIEW

This policy and procedure will be reviewed at least on annual basis and its effectiveness will be further reviewed as part of the post-incident process.

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