

First Aid Information Leaflet

Royal Holloway
University of London



The following leaflet has been produced as a guide to the information that all first aiders at Royal Holloway should be aware of following successful completion of their training. Please read this information and if you have any questions contact the College's Health and Safety Office.

Eight Simple Rules

As a first aider please remember:

- 1.** Ensure your own safety at all times
- 2.** Act in accordance with your training at all times and respond promptly to any request for assistance
- 3.** Request further medical help, where necessary
- 4.** Look after the casualty until they have recovered, or further assistance has arrived
- 5.** Complete a 'First Aid Treatment' card and assist, where necessary, with the completion of an accident/incident report form
- 6.** Ensure those first aid kits that you are responsible for remain stocked for use in an emergency
- 7.** Ensure that the information contained on the First Aid signs in your Department is up to date so that the right person can be contacted in the event of an emergency
- 8.** Familiarise yourself with the College's First Aid Policy and Procedure, which is available on the College Health and Safety Office webpages.

Please remember that staff should never:

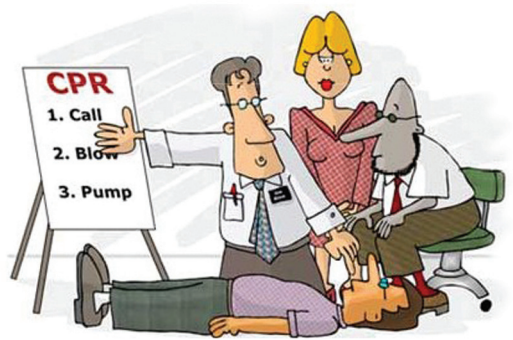
- Keep medicines in any first aid boxes;
- Attempt to give treatments for which they are untrained;
- Attempt to make a diagnosis of a medical complaint or injury;
- Recommend a medicine to anyone seeking first aid;
- Admit that the College is responsible for an accident. The issue of liability is determined by our insurers following an investigation into all circumstances surrounding an accident;
- Provide first aid without a current certificate.



First Aid Refresher Training

The Health and Safety Executive (HSE) recognises that 'skills fade' does occur during your three year certificate and strongly recommends an annual refresher course at the end of both the first and second year of your first aid qualification. You will not need to take the annual refresher in the same year that you attend a requalification course to renew your certificate.

In recognition of these recommendations, the Health and Safety Office co-ordinates annual refresher sessions for all first aiders. College Policy also reflects the requirement for first aiders to attend an annual refresher session. You will be advised when these sessions will take place.



Infection Risks (i.e. Blood-borne viruses)

Particular concerns have been raised about the possibility of first aiders becoming infected by a blood-borne virus (including HIV, hepatitis B virus, hepatitis C virus) while performing first aid.

The following Health and Safety Executive (HSE) free leaflet addresses this issue and advises on steps that can be taken to reduce the risk of infection: *Blood-borne viruses in the workplace* (pdf).

The following precautions can be taken to reduce the risk of infection:

- Cover any cuts or grazes on your skin with a waterproof dressing;
- Wear suitable disposable gloves when dealing with blood or any other body fluids;
- Use suitable eye protection and a disposable plastic apron where splashing is possible;

- Use devices such as face shields when you give mouth-to-mouth resuscitation, but only if you have been trained to use them;
- Wash your hands after each procedure.

It is strongly recommended that you carry your face shield and a pair of gloves with you at all times. You never know when you might need them.



Answers to frequently asked questions in relation to first aid are available on the College Health and Safety Office website at the following link:

www.rhul.ac.uk/Restricted/Health-and-Safety/first-aid-FAQs.html



Procedure for requesting an ambulance

In the event that you require an ambulance, you should in the first instance dial 444 (or 01784 443888 from an external line or mobile) to notify Security, who will call for an ambulance.

In the case that you dial 9-999 directly, you should contact Security on 444 (or 01784 443888 from an outside line or mobile) immediately following the call in order to notify them that an ambulance has been requested.

Dialling 444 first is the accepted College procedure.

'First Aid Treatment' cards

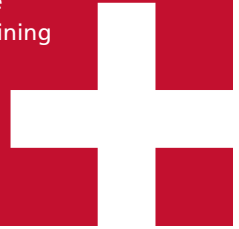
First aiders providing treatment should record brief details of the care given on a 'First Aid Treatment' card, copies of which should be available in each first aid kit. Additional copies can be obtained from the College Health Centre, through the normal procedures for ordering supplies.

First aid treatment cards should only be completed where treatment is actually provided. This would include physical contact with the casualty (e.g. supporting an injured limb, applying a bandage or dressing, cleaning a wound) and advice on action to be taken by the casualty (e.g. request to cough when choking). It would, however, not include situations where a person is supplied with a plaster to put on themselves, as no treatment has been provided. However, if in such situations the first aider feels that the wound should be cleaned or requires more than just a plaster, then they should advise the casualty accordingly and record this information on the treatment card.



First Aid Certificates

Upon successful completion of your training you will receive a certificate. Please keep this in a safe place as you will need to produce it the next time you attend any training. The date until which your training is valid is indicated on the certificate. You will be contacted prior to this date by the Health and Safety Office in order to arrange re-qualification training.

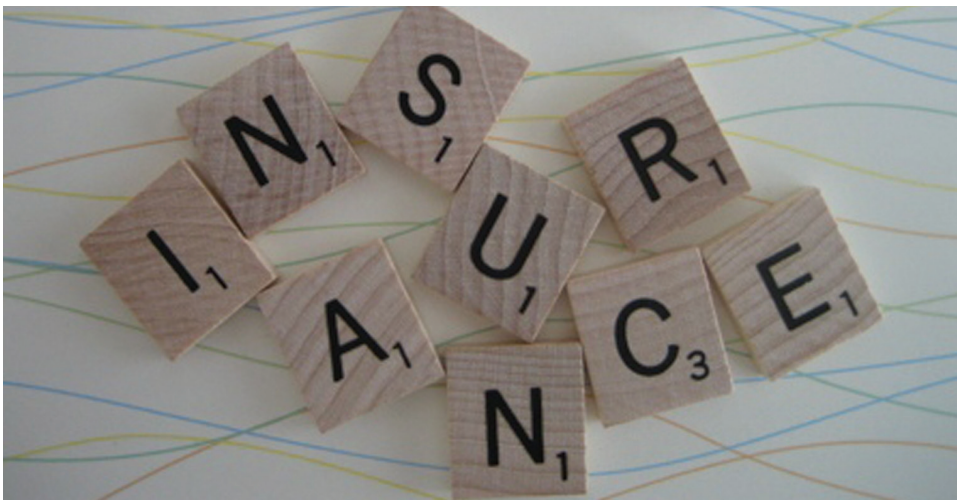


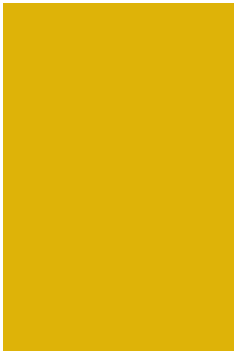
Insurance

The College provides, through its public liability insurance policy, indemnification for any first aider who assists an employee who has an accident or has become ill at work, either on or off the premises. The same cover will apply where treatment is provided to either students or members of the public where this is in connection with the business of the College. For example, a member of staff providing treatment to a conference guest or a member of academic staff providing treatment to a student on an organised field trip would be covered. In situations not arising from College business (e.g. treatment of a casualty in your home town, or at a school fete) you will need to have your own public liability insurance.

When training through the Health and Safety Office, St John Ambulance will provide all students with Associate Membership Insurance cover for the duration of the validity of their training qualification. This insurance covers students against claims arising from first aid they may have delivered outside of their workplace responsibilities and when not covered by employer's (or any other) insurance. If you have not trained through St John Ambulance you should obtain your own personal cover as the College's insurance is contingent on this requirement.

Further advice and details on personal liability insurance can be obtained from the College's Health and Safety Office.





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