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## **First Aid – Frequently Asked Questions (and the answers!)**

### **What first aid training is available at the University?**

Predominantly directed at staff, there are two types of first aid training – First Aid at Work (3 days with mandatory 2-day refresher every 3 years) and Emergency First Aid (1-day with mandatory repeat every 3 years). To decide which one is appropriate and whether your School/Department can accommodate an additional first aider, please talk to your School Safety Officer.

There are also specialist courses for cyanide workers and HF workers – again, talk to your S/DSO.

### **How do I book onto a first aid course?**

Contact your School/Departmental Safety Officer – they are the only people who can approve a booking onto a first aid course. This is because they are responsible for overseeing the first aid provision in the school/dept.

### **My first aid certificate is about to expire, do I need to undertake the refresher before expiry?**

You have up to 28 days after the date of your certificate's expiry to undertake the refresher, otherwise you must re-take the full 3-day course.

### **Who organises the first aid training?**

Professional Development organise the first aid training are the main liaison point with the training provider (currently New College Nottingham).

### **I've done the first aid training and passed but haven't received my first aid certificate; can I give first aid at work?**

You can but you should have been given a temporary note showing that you successfully completed your first aid training. The certificates take a little longer to be sent out but chase it up with Professional Development if you haven't received the certificate within a month.

### **Will I get a reminder when my first aid refresher training is due?**

No, it is your responsibility to ensure your certificate is in date and arrange for refresher training when it is near to expiry. (Your School/Departmental Safety Officer should also be aware of when your certificate is expiring so they may prompt you too.) It is recommended you put a task in Outlook (if applicable) about 6 months before expiry to allow you enough time to book on a course. Occasionally courses have to be cancelled because of low numbers so leave enough time for a second booking in case.

### **I did first aid training through a different provider before I started work at the University, the certificate is still valid, can I be a University first aider and be paid?**

Yes probably, we need to see your valid certification and decide whether it is appropriate. If it is, we notify Professional Development who will arrange to add you to the first aider list and for the monthly payment (£25 per year). See you School/Departmental Safety Officer in the first instance.

### **Am I insured to give first aid at work?**

Yes, if you hold a valid first aid training certificate. If not, carefully consider your actions as you may not have the up to date skills to provide first aid but never let this put you off at least helping to get hold of a first aider if you come across an incident.

### **My first aid certificate has expired; can I still be a first aider at work?**

No, you must hold a valid certificate.

### **How much do I get paid for being a first aider?**

The University currently pays an annual stipend of £25 on a monthly basis to all qualified first aiders, whether First Aid at Work or Emergency First Aid. If you are not receiving this, contact Professional Development.

### **How many first aiders should there be in my area of work?**

The number of first aiders depends on the risk profile of the School/Department, the numbers at risk and other factors such as location, shift working and closeness of the emergency services. The School/Departmental Safety Officer is responsible for assessing the numbers required so please direct any specific queries about who your first aiders are to them.

### **Who are the first aiders in my School/Department?**

You should be able to see lists of first aiders prominently displayed in your work area. Common places for notices are staff rooms, kitchens, corridors and specific safety noticeboards, sometimes in labs and workshops. If you can't find any notices, speak to your School/Departmental Safety Officer about this. The University is required to ensure staff know how to call for a first aider.

### **What is the first aid provision out of normal working hours (evenings, weekends)?**

Generally, you cannot rely on there being school/departmental first aiders present so Security can be called on 8888. All Security staff are first aid trained. If you are embarking on higher risk activity in a lab or workshop, this must be authorised by your line manager as there may be issues connected with lone working and lack of first aid in the vicinity. If you are a shift worker (e.g. in Hospitality), check the local arrangements with your line manager or School/Departmental safety officer.

### **How do I get hold of a first aider in an emergency?**

Check your local notices and call a first aider from this list. If no joy, call 8888 (24/7 Security Control). They will be able to help and if it is a serious emergency, request them to call for an ambulance.

### **If an ambulance is needed, what should I do?**

Call 8888 (24/7 Security Control) and request them to call for an ambulance, be as accurate as you can about where you are and what the problem is. You can call 999 but remember that the University campuses are large places with many buildings and the ambulance service may struggle to find you. Better to direct it via Security who can lead the ambulance to you from one of the site entrances.

**I'm organising an event with lots of people attending, am I Ok to rely on building first aiders and security?**

It depends on the size and nature of the event. Risk assess it and decide whether you should be organising additional first aid. Liaise with your School/Departmental Safety Officer and the contacts within the building(s) you intend to use. For large events such as Graduation, Mayfest and Life Cycle, separate specific first aid provision is organised. For smaller events, often the local first aid provision is sufficient but it is best to make sure they are aware of what you're organising.

**I gave first aid at an incident, who should I report it to?**

All incidents on University premises (even if not directly connected with a University activity) should be reported on-line at <http://uiwwwliv01.nottingham.ac.uk/ARI/>. As a first aider, you want to ensure there is a record of the incident and that you attended to provide first aid. You can report the incident yourself or check if an incident has been reported by contacting the Safety Office. Sometimes we get duplicate reports but that's not a problem, better too many than not at all.

**I feel awful after providing first aid at a serious incident, who can I talk to?**

You can contact the University Counselling Service (<http://www.nottingham.ac.uk/counselling/index.aspx>), everything will be confidential and they can signpost other services if appropriate. Otherwise, there is Occupational Health, the Safety Office, your GP or your line manager. There is no strict requirement on who you see but definitely look at the options for help because it can be very traumatic dealing with a serious incident.