

## Duties of a First Aider at UoN

### Introduction

**Accidents and illness can happen at any time, therefore provision for first aid needs to be available at all times when people are at work.**

The Health and Safety (First Aid) Regulations 1981 require the University to provide adequate and appropriate first aid equipment, facilities and First Aiders to enable its employees to be given immediate help if they are injured or taken ill at work. The Regulations do not place a legal duty on the University to make first aid provision for non-employees (students or public) however, it is expected that incidents involving non-employees will be appropriately dealt with.

First Aiders are required to be flexible in their approach and understand that they may be required to cover areas and buildings in close proximity to their normal location, including external spaces e.g. car parks, and not just the School/Department to which they belong.

As much as possible, First Aiders will be expected to cover areas that are a similar hazard profile to their own e.g. low risk areas such as offices. However, every School/Department has carried out a First Aid risk assessment to identify their *specific first aid needs*, and First Aiders are advised to make themselves familiar with this (available from the Health and Safety Coordinator).

Any treatment given by UoN First Aiders is deemed to be under the instruction of the University. Provided the First Aider acts in good faith and within the scope of any training given to them, then they are covered by the University's Liability insurance.

### What are the duties of a First Aider?

**In order to qualify for the annual stipend, First Aiders are required to comply with the requirements below:**

- Hold a current First Aid certificate. This can be the full First Aid at Work (FAW) Certificate, the Emergency First Aid at Work (EFAW) Certificate, or the First Aid at Work Requalification (FAWR) Certificate.



- Keep up to date with training and current knowledge, including any refresher training deemed necessary by the University.
- Inform HR [first-aid@nottingham.ac.uk](mailto:first-aid@nottingham.ac.uk) and their Health & Safety Coordinator of any change in circumstances which may impact them from discharging their duties as a First Aider, and of any change of building or room or extension number where they are routinely based.

**In relation to specific incidents:**

- Respond promptly to an incident when requested.
- Manage the incident and ensure the continuing safety of themselves, bystanders and the casualty.
- Provide first aid assistance within the limits of their training while safeguarding their own health and safety and that of others.
- Know when and how to secure additional assistance, such as the Emergency Services, without delay, if the nature and degree of injury is outside the limits of their training.
- Where professional medical assistance is required, call 999 (or 112) immediately and speak to the Emergency Services directly.
- If an ambulance is being dispatched, contact Security Services (external 0115 9518888; internal 8888) who can then 'greet' the ambulance and help direct them to the location of the incident.
- Act in such a manner to respect the dignity of all persons and to protect their confidentiality.
- Be aware of the location of their nearest first aid box, its contents and ensure that the contents are checked and replenished when necessary.
- Be aware of the location of their nearest defibrillator [Location of AEDs](#)
- Ensure that incidents, including any actions taken, are reported promptly using the IRS (online [Incident Reporting System](#)) ensuring that all sections are filled in appropriately, including if the casualty goes to hospital.
- Inform the School/Department of the casualty (if known) if the casualty is removed to hospital so that emergency contacts can be notified if required. (Note this is the responsibility of the School/Department of the casualty, not the First Aider.)