

A guide to first aid arrangements at UWE Bristol

Introduction

This document provides a guide to the first aid arrangements at the University of the West of England.

1. First Aiders

University First Aiders are nominated staff who have successfully undertaken First Aid at Work training ([Appendix 1](#)) in accordance with the Health and Safety (First-Aid) Regulations and hold certificates of qualification from a nationally recognised awarding body.

At UWE Bristol first aid is provided across its three campuses by Security Services staff, available 24 hours a day, 7 days a week, 365 days a year, supported by:

- Out of Hours Team
- Logistics

and nominated First Aiders:

- in higher level hazards or situations such as working with chemicals, simulation suites, dangerous machinery, cooking, maintenance, sport (e.g. laboratories, workshops, studios, kitchens).
- Where the work may be remote from campuses and high risk, e.g. grounds.
- Where there are front-facing locations with large footfall of the campus population (e.g. reception areas, libraries).
- Where there are buildings where UWE Bristol security staff are not present, depending upon risk profile (e.g. Spike Island).

Where activities and events fall outside of the above core arrangements,(e.g. field trips, open days, graduation ceremonies) they will be subject to additional risk assessment, further guidance can be found: [Provision of first-aid outside of core activities \(sharepoint.com\)](#)

2. Summoning First Aid

First aid support can be sought by calling **9999** from an internal telephone or by calling **0117 328 9999** from a mobile phone (this number can be found on the reverse of a staff or student pass; it is recommended to prefix this into a mobile phone).

First Aid Notices are displayed in communal/teaching areas providing the above information.

However, in specified locations, local First Aid Notices will display the names and contact numbers of the nearest First Aiders. In the event of not being able to contact a local First Aider, the default position is to contact Security Services (9999 / 0117 328 9999).

3. First Aid Response

The First aider responding to a first aid incident will ideally be the closest to the location of the incident, either a First Aider that works in a specified location, or the nearest first-aid trained member of the Security Services team will be despatched by the Security Control Room.

The First Aider will assess the situation as it presents itself as they do not have access to personal information. A check will be made for medical jewellery that may store vital medical information. The First Aider will make 'in the moment' decisions in accordance with the First Aid at Work training that they have received which may result in a call to the ambulance service.

The responding First Aider may request that a friend/colleague/ tutor remains with the casualty whilst they are being assessed/treated.

If the First Aider decides that the person being treated requires medical/hospital treatment, then they will make the necessary arrangements and handover.

4. Defibrillators

On each of its campuses, the university has provided Automated External Defibrillators (AEDs) not only for the benefit of its staff, students, and visitors, but also the local community. The AEDs are housed in external cabinets so that they are available 24 hours a day, 7 days a week, 365 days a year. The access code will be given by Security Services or the ambulance service during an emergency call.

The AEDs themselves are fully automated and designed to be used without the need for training. Further information can be found on the [staff intranet](#) and external webpages '[staying safe on and off campus](#)'.

5. Personal information

Details of health conditions disclosed to the University are held by Disability Services for students and People & Organisation Development for staff.

For students, personal information may also be shared with academic leads for planning work activities.

First Aiders do not have access to any personal information that a casualty may have disclosed to the University (which is why it is important to wear medical jewellery that may store vital medical information that a first aider would need to be aware of, e.g. in the event of collapse, seizure etc.).

APPENDIX 1

First Aid at Work training course

The three-day First Aid at Work training course conforms with HSE guidance and meets the standards required to comply with the Health and Safety (First aid) Regulations. In the main, the University uses external training providers St John Ambulance and the British Red Cross.

On completion of training successful candidates are able to:

- **Understand the role of the first aider, including reference to:**
 - The importance of preventing cross infection;
 - The need for recording incidents and actions;
 - Use of available equipment;
 - Assess the situation and circumstances in order to act safely, promptly and effectively in an emergency;
 - Administer first aid to a casualty who is unconscious (including seizure);
 - Administer cardiopulmonary resuscitation (CPR) and use of an automated external defibrillator;
 - Administer first aid to a casualty who is choking;
 - Administer first aid to a casualty who is wounded and bleeding;
 - Administer first aid to a casualty who is suffering from shock;
 - Provide appropriate first aid for minor injuries (including small cuts, grazes and bruises, minor burns and scalds, small splinters).

- **Administer first aid to a casualty with:**
 - Injuries to bones, muscles and joints, including suspected spinal injuries;
 - Chest injuries;
 - Burns and scalds;
 - Eye injuries;
 - Sudden poisoning;
 - Anaphylactic shock;

- **Recognise the presence of major illness and provide appropriate first aid (including heart attack, stroke, epilepsy, asthma, diabetes).**

Note: The First-aider's primary duty for which they have been trained is the treatment of injury or sudden illness. It is not their duty to treat medical conditions or minor illnesses and indeed they are advised not to do so. Although they are caring people it is an imposition to call on them to help where the friend, colleague, or tutor of someone suffering a minor condition is equally able to give the help or sympathy the 'casualty' is seeking.