



First Aid General

The guidance given in this section can only be the most simple instruction in First Aid. If you have not learned basic First Aid measures, or have not been trained in First Aid, you must familiarise yourself with the name(s) and location(s) of your nearest qualified First Aider(s). It will be too late to try to find this information once an accident has happened.

Notices giving the names, telephone numbers and locations of persons qualified in First Aid and the location of the nearest First Aid equipment must be prominently displayed in each School, Area or building. These notices are available from the Training and Audit Unit, Charles Stewart House, Firstaid.Training@ed.ac.uk

Principles of First Aid

First Aid is the skilled provision of treatment for a casualty or any person suddenly taken ill, using the facilities and materials available at the time, to save life and to prevent any deterioration in the condition of that person while awaiting the arrival of qualified medical assistance (usually an ambulance).

The extent to which First Aid assistance is available in each School, Area or building in the University varies with the degree of risk present in each building. First Aid boxes are provided in each School, Area or building and these boxes are in the care of an Appointed Person who may or may not be a qualified First Aider. In high risk areas, at least one person qualified in First Aid should be readily available to render immediate help, to look after the First Aid equipment and to supervise the First Aid room, if one is provided.

First Aid and the Law

The Health and Safety (First Aid) Regulations, 1981, place a general duty on the University to make adequate First Aid provision for all employees should they be injured or become ill at work. Each School and/or building is therefore required to provide:

- a number of properly stocked First Aid Boxes appropriate to the risks of accidents or injuries that could arise from school activities and to place these boxes in the care of an Appointed Person or qualified First Aider;
- access to the services of one or more qualified First Aiders as appropriate to the work of the School (Area);
- notices giving the names and locations of the qualified First Aiders, Appointed Persons and the locations of the First Aid Boxes.

Certain high risk Schools will require to provide a First Aid Room; other Schools or buildings may do so if it is felt desirable.

Outwith Normal Working Hours

Where a School and/or building is occupied outwith normal working hours, the Head of School or Convener of the Multi-Occupancy Building Users' Committee must make arrangements to provide adequate and suitable First Aid cover for potential accidents or injuries taking into account the type of activities being carried out during these times.