First Aid

The University of Edinburgh has moral and legal obligations to provide first aid for its staff, students, visitors and contractors. The University is committed to meeting its obligations by ensuring that it has adequate arrangements, facilities and trained personnel, for the provision of first aid. The fundamental purpose of first aid is to save lives and minimise the consequences of injury or illness. This paper sets out the minimum requirements for the provision of first aid at the University of Edinburgh to comply with relevant legislative obligations and University requirements.

Definitions

Appointed Person (AP) - someone who is nominated to take charge of first aid arrangements and is the minimum requirement for all departments in the absence of a qualified First Aider.

Emergency First Aid at Work First Aider (EFAW) - someone who is qualified to administer lifesaving first aid in the event of an incident, including the treatment of minor injuries, shock, choking and administration of CPR.

First Aid at Work First Aider (FAW) - someone who is qualified to administer lifesaving first aid in the event of an incident, including the treatment of minor injuries, shock, choking and administration of CPR, and additionally be able to deal with a range of other injuries and recognise major illness.

First Aid - administration of treatment for the purpose of preserving life and minimising the consequences of injury and illness where a person will subsequently need help from a medical practitioner or nurse, and for the treatment of minor injuries which would not need treatment by a medical practitioner or nurse.

First Aider - someone who is qualified to administer first aid in the event of an injury or illness. Within the scope of this Standard, includes EFAW, FAW, MHFA, and other specific first aid qualifications.

Responsibilities

Appointed Person

An Appointed Person is the minimum requirement for the provision of first aid at the University of Edinburgh and is only advised for low-risk areas as determined by the First Aid Needs Assessment (FANA).

There can be as many appointed persons as is necessary and do not require formal training. There should always be an appointed person available. They can be:

Responsible for taking charge of first aid arrangements within their Area by:

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- Responding in the event of a first aid incident by taking charge of the situation and calling for an EFAW or FAW.

- Where the emergency services are required, calling 999 (9999 from an internal phone) and requesting an ambulance before calling Security on Ext. 2222 (internal phone) or 0131 650 2257 (mobile phone) to inform them of the call to the emergency services, to assist with locating the ambulance to the correct location.

- If required, ensuring first aid equipment is available, adequate and in date.

- If required, managing any first aid facilities.

Area First Aider – EFAW or FAW

Responsible for the provision of first aid within their department commensurate with their level of training. Staff wishing to become a first aider must do so on a voluntary basis. There is a small stipend paid monthly via payroll for those staff who have completed the First Aid at Work (FAW) (3 day) course. They must:

- Obtain and maintain a valid EFAW or FAW certificate or another relevant certificate e.g., Outdoor First Aid, based on the (FANA).

- Attend first aid incidents when called to do so. Administer first aid as first respondent within the limitations of their first aid training.

- Promptly and effectively deliver the AED, if required in an emergency situation.

- In the event of a first aid incident must complete the online accident/incident form.

- Organise for the first aid box to be adequately stocked and regularly monitor its contents.

- Ensure first aid notices are displayed and updated beside first aid boxes and where required.

Security Services, Estates Department

Security Staff are not responsible for first aid provision. However, they should be contacted if an ambulance has been contacted. They will also assist in serious incidents if contacted and available. Defibrillators are carried in all security vehicles and in all campus control rooms.

All Staff

All staff should make themselves aware of what to do if a first aid situation arises. This includes information on how to call an ambulance and a first aider (EFAW or FAW), particularly if they are working in an unfamiliar building or teach across a range of buildings on campus. Further information on summoning assistance can be found in this document. **Where it is appropriate to the emergency, call for an ambulance first, before seeking first aid assistance, a first aider may not always be available**.

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Students, Visitors, and Contractors

- Responding in the event of a first aid incident by summoning a local first aider.
- Where the emergency services are required, calling 999 (9999 from an internal phone) and requesting an ambulance before calling Security on Ext. 2222 (internal phone) or 0131 650 2257 (mobile phone), to inform them of the call to the emergency services.
- Following and abide by all instruction and information provided.
- Assisting during first aid incidents where required.

Health and Safety Coordinator/Adviser

- HSC/A must support the Head of Area in ensuring that first aid provision is assessed, provided and maintained in each building within their Area. They should ensure that any equipment and training of personnel is appropriate for the risks and activities within that building, and appropriately resourced.
- Where schools share buildings/facilities, HSC/As are responsible for coordinating with other Areas through the building Multiple Occupancy Building User Group (MOBUG) or similar, where there are external organisations, to ensure effective and efficient first aid arrangements are available to all users. This includes reaching agreement on funding for, and procurement of, first aid supplies.
- Heads of Areas should formally assign staff to undertake responsibilities, following the completion of FANA, to perform specific tasks and monitor arrangements to ensure first aid requirements are fulfilled. Heads of Areas should ensure, through their managers, that staff nominated to act as appointed persons or first aiders, are willing and available on site, to act in that role for the University. They should ensure appointed persons receive suitable briefings, giving instructions on their role and first aiders (appointed through the FANA), receive appropriate first aid training.

First Aid Needs Risk Assessment (FANA)

The requirement for adequate Area first aid provision should be determined by a FANA carried out by competent person(s), the HSC/A or equivalent. An assessment should include any first aid needs that are appropriate to the workplace circumstances (hazards and associated risks), further detail is contained within the FANA template.

Where Areas span several floors of a large and complex building, it may be appropriate to consider first aid provision on a floor-by-floor basis. In some cases, first aid provision for the high-risk lab areas may also provide sufficient cover for low-risk offices in adjacent areas.

Where Areas occupy multiple buildings, first aid should be provided for each building, where appropriate, based on the building FANA. Where several Areas share

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the same building/floor and have similar hazards it is advisable and practicable to share first aid resources. The HSC/As of the Areas involved should communicate regarding such provisions, through the existing MOBUG for that building. This will allow for a discussion on how many first aiders are required for that entire building. The FANA should reflect that situation and be completed in consultation with the MOBUG. The FANA may need to consider student numbers, but not in the same ratio as staff, and consider the risk level, for example circulating in general lecture theatres, libraries, cafes or in high-risk teaching labs? Previous data on incidents and accidents is a useful guide and also consulting with the first aid trainer. Where applicable, hybrid working, out of hours working, holiday, and sickness provision will require due consideration. Appointments to first aid roles should ensure they are working in the building at least 3 days a week unless specific circumstances apply.

Once the FANA has been completed, please send the FANA and a completed list of first aiders required for the building to firstaid.training@ed.ac.uk. Any subsequent changes to the list or FANA, due to staff replacement or changes in risk level, should be communicated to the same email address, as soon as possible.

Changes to first aid provision following the FANA

A risk-based, building approach to the appointment of first aiders and emergency first aiders, will ensure that appropriate numbers are in place for the risks in that building. It is recognised that there may be over provision of first aiders (who currently receive a stipend from the University) in low-risk Areas and changes to this situation will need to be introduced following completion of the FANA assessments, leading to a reduction in FAW local first aiders, who currently receive stipends. It is recommended that local discussions, by managers or other appropriate local staff, take place with any staff affected by the FANA. Such staff could retrain as an EFAW, retraining is required as FAW and EFAW qualifications are not interchangeable. A stipend is not provided for EFAW qualifications.

How to access first aid training on completion of the FANA

Each building will need to conduct a first aid needs risk assessment, to provide assurance that they have the correct first aid appointments for the risks within that building, and have sufficient cover for hybrid working, sickness, and holiday periods. This assessment alone should be used to inform numbers required for FAW and EFAW training within each building in the future. Individual staff requests or requests by individual managers will no longer be an acceptable route for first aid training placement. The accepted training route for appointment and/or re-training of FAW or EFAW should be via the HSC/A, or the HSC/A attached to the MOBUG for that building, following completion of a FANA. Requests for training or re-training should be sent by the HSC/A with the supporting FANA to firstaid.training@ed.ac.uk.

Review of First Aid Needs Assessment (FANA)

The FANAs should be reviewed periodically, at least every 3 years, and where there is reason to believe the assessment is no longer valid or there is a significant change (e.g., locations, nature of hazards, staff numbers, increase in the number of incidents occurring, or after a major incident).

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Completing the First Aid Needs Assessment (FANA) Categories of Risk, Numbers Employed and First Aider Numbers

Category of risk	Staff numbers employed at any location	Suggested number of first aid personnel
Lower Risk (Offices / Libraries)	<50	At least 1 person trained in Emergency First Aid at Work
	50-100	At least 1 first aider
	>100	1 additional first aider for every 100 employed
Medium Risk (Catering / Sports & Exercise, etc)	<20	At least 1 person trained in Emergency First Aid at Work
	20-100	At least 1 First aider for every 50 employed
	>100	1 additional first aider for every 100 employed
High Risk (Laboratories / Workshops) /Specific e.g. cyanide, HF acid, confined spaces, machinery	<5	At least 1 person trained in Emergency First Aid at Work/ Minimum 1 specifically trained person, dependent on scale of work
	5-50	At least one first aider
	>50	One additional first aider for every 50 employed

Specific Requirements for Ambassadors/Open Days/Graduations/Events

- Student Ambassadors can receive a half day emergency first aid course.
- First aiders attending graduations can be FAW or EFAW qualified.

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- Those requiring first aiders to attend events or open days need to risk assess which qualification or ratio of qualifications are required.

For further advice and information on first aid requirements for events etc., please contact firstaid.training@ed.ac.uk. Large scale events should follow sector guidance such as the 'purple guide'.

First Aid in an Emergency

All staff and students should be made aware of the procedure for summoning first aid by means of a safety induction, information in the local Area health and safety arrangements/SharePoint site and on first aid notices throughout the building. These must be checked and updated regularly when first aid provision changes.

- Look for first aid posters that are located around the University buildings, they identify who the first aiders are within that area and how to contact them.
- If required, contact the emergency services on 9999 on an internal phone or 999 on a mobile to ensure help is on the way and then follow up by calling emergency security on 2222 (internal phone) or 0131 650 2257 (mobile phone) to let them know an ambulance has been summoned.
- Within the UK 911 and 112 can also be dialled to get emergency help.
- Qualified first aiders can be identified around the university with green first aider lanyards.

First Aid Box

The contents of a first aid box will be dependent on the specific local Area needs as determined by the FANA. The information sheet on the contents of a first aid box details the items that should be considered when procuring first aid supplies. The contents of first aid boxes for remote travel and other special circumstances may require specialist items in addition to those listed, for example burns and scald first aid or making blue plasters available for work with food.

When purchasing a first aid box look for British Standard (BS) 8599. There are no legal standards a first aid box must meet, however, please ensure the contents match the risks identified by the FANA. Further information is available from: firstaid.training@ed.ac.uk. First Aid supplies may be purchased through People and Money from a recognised supplier such as St Andrew's First Aid, St Johns Ambulance and Qualsafe. A designated staff member, either a first aider or an appointed person, should inspect the first-aid stocks on a regular basis and replace any stocks necessary. Any first aid material beyond its expiry date should be disposed of or contact firstaid.training@ed.ac.uk so that these supplies can be utilised in training.

Item	Small	Medium	Large
Burn Relief Dressing 10cm x 10cm	1	2	2
Wash proof Assorted Plasters	40	60	100
Eye Pad Dressing with Bandage Sterile	2	3	4
Foil Blanket Adult Size	1	2	3

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Large HSE Dressing 18cm x 18cm Sterile Unboxed	2	3	4
Medium HSE Dressing 12cm x 12cm Sterile Unboxed	2	4	6
Nitrile Gloves Pair	6	9	12
Mouth to Mouth Resuscitation Device with Valve	1	1	2
Finger Dressing with Adhesive Fixing 3.5cm	2	3	4
First Aid Guidance Leaflet	1	1	1
Conforming Bandage 7.5cm x 4m	1	2	2
Microporous Tape 2.5cm x 5m	1	2	3
Moist Cleansing Wipes	20	30	40
Single Use Triangular Bandage 90cm x 127cm	2	3	4
Universal Shears	1	1	1

FS0133 Small Workplace First Aid Kit- Compliant to BS8599-1

FS0134 Medium Workplace First Aid Kit- Compliant to BS8599-1

FS0135 Large Workplace First Aid Kit- Compliant to BS8599-1

All first aid boxes must:

- Always be accessible and not locked.
- Located next to a green First Aid information poster.
- Preferably placed near hand-washing facilities.
- Adequately supplied, with the contents in date.
- Protected from damp and dust.

Medication

Medication must not be kept in a first aid box. Individuals are responsible for their own medication including auto injectors (epi-pens) and inhalers. The first aider's role is limited to helping individual's take or administer their own treatment when incapacitated and contacting ambulance on 999 and alerting Security that an ambulance is on its way on Ext. 2222 or external phone 0131 650 2257.

First Aid Signage

First aid posters must be displayed next to first aid boxes and in other areas such as communal areas, cafes, laboratories, workshops, stairwells, lecture theatres and at receptions, or where it is deemed appropriate. First aid signs should list how to summon ambulance, local first aiders, Security, the nearest AED and contact details of Mental Health First Aiders (if applicable). Contact details must be kept up to date. First Aid Notice Template available for download.

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First Aider Identifiers

First Aider lanyards and badges are available from our First Aid Trainer. These should be used by appointed trained FAW and EFAW to enable easy identification. Contact firstaid.training@ed.ac.uk to arrange collection or replacement. Lanyards are available once the relevant course has been undertaken.

Vehicles

University vehicles must have a mobile first aid kit. First aid kits should be visible or have a sign in an appropriate position (e.g., on the glove box). The items required for the contents of a mobile first aid kit are detailed in the information sheet contents of a first aid box. This is an example of a kit that can be purchased St John Ambulance Medium Motor Vehicle First Aid Kit BS 8599-2:2014 | St John Ambulance. All University security vehicles have AEDs located inside.

Disposal of Fist Aid Waste

In the event of an incident that generates a substantial amount of waste bodily fluid (e.g., vomit, blood, urine) or for disposal of contaminated waste material, please contact Cleaning Services. Contaminated waste, for example, used plasters and minimally contaminated swabs, can go directly into the domestic waste stream, but the contents must be double bagged.

Out of Hours First Aid Cover

When working out of hours it is likely that departmental first aid cover will be significantly reduced or absent. **Security Services are unable to provide this cover, out of hours first aid cover must be included and provisioned for in the FANA**. In higher risk environments, out of hours working must be subject to a specific risk assessment and authorisation should be obtained, your HSC/A will be able to advise of local arrangements.

Accompanying ill or injured persons

This will depend upon the circumstances. if the injured person is transferred by ambulance to hospital, then the first aider/appointed person does not need to accompany the patient. However, if the injured person is transferred to hospital or taken home by taxi then the first aider/appointed person or a nominated responsible person could accompany them. Taxis should be used for this purpose and charged to the local Area.

Recording First Aid Treatment

Treatments must be undertaken strictly in accordance with the training provided. First aiders/appointed persons must record details of all treatments in respect of injury or illness. If treatment has been given because of an accident at work, the University's accident reporting procedure must also be followed.
Home | Accident/Incident Reporting

This QR code can be scanned to reach the accident and incident reporting procedures:

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Automatic External Defibrillator

Training and Use

Training in the use of AEDs is included in the EFAW and FAW courses. In the event of cardiac arrest contact the emergency services first on 9999 on an internal phone or 999 on a mobile to ensure help is on the way and then follow up by calling emergency security on 2222 (internal phone) or 0131 650 2257 (mobile phone) to let them know and ambulance has been summoned. Find the nearest first aid poster and alert the nearest available first aider, send another person to fetch the nearest AED. It is preferable that trained first aiders use the AED, however, an untrained person may use the device by switching it on and following the voice prompts.

Locations and Storage

There are several AEDs at different locations across the University of Edinburgh schools/campuses. AEDs must be stored in locations that are signed, visible and immediately accessible during normal working hours (Monday to Friday, 9am to 5pm). A map of AED locations can be found on the H&S webpage.

Maintenance

The AEDs are self-testing and have a status indicator. Maintenance checks should be carried out by a first aider or HSC/A to ensure that they are in full working order and that components and accessories are in date. Records of maintenance checks should be recorded monthly using the AED Monthly Checklist. Purchase or replacement of defibrillator pads or batteries are available through this registered supplier: Defibrillator Accessories.

Document version

Version number	Summary of change	Date and by whom
V1.0	Original	F Calvin and Sarah East
V1.1	Minor edits	C Schmid
V1.2	Minor edits	F Calvin 31/10/25
V1.3	Minor Edits	F Calvin 14/11/25

If you require this document in an alternative format please contact The Health and Safety Department on health.safety@ed.ac.uk or call (0131) 651 4255

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