



First-Aid Procedure

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Introduction

In practice the First Aiders at Letterkenny Institute of Technology are volunteers from staff that provide a valuable service to the Institute. This satisfies the provisions of the General Application Regulations Chapter 2 Part 7 S.I. 299 of 2007 in relation to First Aid requirements. This Procedure also sets out the resources in place to ensure compliance with this regulation.

Reference

- Health and Safety Authority “Guidelines on First-aid at Places of Work”
- Incident Reporting procedure and Forms

Definition of First Aid

First-aid is the treatment in life threatening situations (e.g. heart stoppage or severe bleeding) pending medical help

or

Treatment for minor injury (cuts, bruises etc.)

Please note: First-aid **does not** cover the administration of drugs or medications **except** for administration of 300 mg of aspirin for a person suffering a heart attack following the required protocol, indications and contra-indications.

Occupational First-aider

An occupational first-aider means a person who has successfully completed a recognised training course in occupational first-aid and based, at least, on the Basic Training Syllabus approved by the Health and Safety Authority. This is assessed by a registered and recognised examiner. A certificate is valid for two years.

Records of training are maintained by the Health and Safety Office.

Designation of First-aiders

Each Faculty/Function Ancillary Safety Statement should identify first-aid in their statement and make arrangements to ensure that sufficient members of staff are designated as occupational first-aiders. First-aid requirements are determined by risk assessment, which takes into account the number and distribution of employees, the size and location of the establishment, the nature of the work, the hazard rating of the activities, the recorded number of accidents, whether there is shift working, any special needs of the staff/students and the distance from external medical/emergency services.

As work activities present a variety of risks, separate first aid needs assessments need to be undertaken in each work area and re-assessed periodically to ensure that if there is any change in the work practice, the cover remains adequate. When planning to introduce any new process, the Faculty/Function should consult with the Health & Safety Office to determine whether additional or specific hazard training for occupational first-aiders will be necessary.

Even if the assessment indicates that there may be no necessity to have any occupational first-aiders provided at a particular establishment, it is prudent to encourage employees and to assist them in obtaining suitable training in basic life saving skills and the emergency treatment of injuries due to any special hazards arising. This should occur in addition to the provision of occupational first-aiders where significant numbers of non-employees (students) are likely to be present, i.e. laboratories, classes, workshops, kitchens etc.

Procedure In The Event of an Incident

1. The Departmental first-aider should be notified immediately if nearby to the incident, otherwise all first aiders can be contacted in the following manner. First aiders can be contacted at LYIT campus by dialling 6007 from an internal phone or from a mobile 074 – 9186007 and at Killybegs campus by dialling 6610 or from a mobile 074 – 9186610. (Please note these numbers are dedicated lines that take precedence over all other calls in the institute and when dialled it calls all first aiders simultaneously until the first person answers. This will get you in contact directly with a qualified first aider.) Tell the first aider where the victim is located; give the building name, closest room number and the floor you are on. The first aider will then proceed to the victims' location.
2. A list of first-aiders and their individual extension numbers and locations are also posted at each first-aid station/box and in the ancillary safety statement.
3. The first-aider must decide on assessing the situation whether to:
 - i. *Treat the person*
 - ii. *Call emergency services*
 - iii. *If it is a student they must inform the Institute's Medical Centre*
 - iv. *Refer persons other than students to their own GP e.g. staff or visitors*
 - v. *Refer the person to the local A&E Department*
4. The Institutes Medical Centre should be informed of every incident involving a student.
5. If it is outside of medical centre hours then the Now Doc services should be contacted on 1850 400 911.

6. If there is any doubt about the severity of an illness or injury, an ambulance should be called immediately on 112 or 999.
7. A first-aid kit is located at the main receptions, kitchens and laboratory areas in each building.
8. Once any immediate first aid has been given, if it is judged that an ambulance is not necessary but that a visit seems advisable to either the A&E Department or GP, then the patient should be sent to the hospital or physician and accompanied by a friend/responsible person.
9. The accompanying person must stay with the injured person until they return. If the injured person is not returning back to work, then the accompanying person must report back to the Head of Function or Head of School (supervisor).
10. The first-aider should delegate a competent person to inform next of kin of injury (only necessary when casualty is being hospitalised). This must only take place with the injured person's consent.
11. The first-aider should inform the person's supervisor and the Health & Safety Office of the action taken.
12. If the injured person does not return to work the next day, the Health & Safety Officer should be informed and will contact the individual to get an update on the situation.
13. All first-aid treatments should be recorded in the incident report form.
14. The first-aider is encouraged to communicate any difficulties experienced whilst administering first-aid and submit suggestions which will enhance their role.
15. If Emergency Services are required, the first-aider should designate a person to contact the Emergency Services on 999 or 112. The following sequence should take place:
 - i. The designated person should clearly state the exact location (i.e. campus, building name, floor number and nearest office or room number) and suspected condition of the casualty, how many people need assistance, inform of any potential hazards, i.e. flammables etc. They should not hang up from the operator until the operator is happy with all the information. Your telephone number will be requested by the operator.
 - ii. They should return to the first-aider and inform them that the task is complete.
 - iii. They should report all information to security/maintenance staff and ensure that a clear passageway is available for Emergency Services.
 - iv. They should meet and direct Emergency Services to the appropriate area by security or maintenance staff member.
16. If the incident takes place outside of normal working hours 09:00 – 17:00 and there is no response from the first aiders emergency numbers 6007 (LYIT Campus) or 6610 (Killybegs Campus) or the campus medical centre then the

person assisting the victim should call Now Doc on 1850 400 911. If the injury is more serious or severity of the injury cannot be determined then call for an ambulance and the emergency services immediately on 112 or 999.

Treatment of Illness

Any student presenting with an illness should be referred to the Nurse Hannah Glackin based in the medical centre in An Dánlann or Nurse Mary Campbell based in Killybegs. If it is outside of normal medical centre hours Now Doc should be contacted on 1850 400 911.

Any other person presenting with an illness should be referred to the Health & Safety Office, who on assessing the situation may then refer them to their own General Practitioner.

Incident Reporting Procedure

If there is an incident in LYIT, it must be reported immediately to management. A report on the incident must be completed by those involved, using the LYIT Incident Report Form, a copy of which will be forwarded to the LYIT Health and Safety Officer. The purpose of reporting and investigating all incidents is to comply with statutory obligations and also prevent recurrence. In serious cases, the Health and Safety Authority will also be informed by the LYIT Safety Officer. Please see Appendix 1 for copy of Incident report form.

A copy of the Incident Report form is available at the following locations:

- Health & Safety Office
- Faculty Administrators Offices
- LYIT website

Hygiene/Infection Control

All first-aiders should take precautions to avoid infection and must follow basic hygiene procedures. First-aiders will have access to single-use disposable gloves and hand washing facilities, and should take care when dealing with blood and other body fluids and disposing of dressings or equipment. A supply of single-use disposable gloves is available at all first aid boxes and main receptions to each building.

Where reasonably possible, first-aiders must wash their hands before and after attending to a casualty and ensure that cuts are covered. All blood stained dressings and gloves must be disposed of in a yellow bag and treated as clinical waste.

All first-aiders must ensure that waste is disposed of in the correct manner. Where blood spills occur, the cleaning contractors must be notified immediately.

Selection/Training and Assessment for Designated First-Aiders

The following criteria should be taken into account when selecting persons as potential first-aiders:

- Ideally the individual should be a volunteer
- The individual should be in good health
- Previous first aid experience is desirable though not essential.
- The individual should be responsible, practical and able to cope under pressure.

Employees' conditions of employment do not include giving first-aid, although any member of staff may volunteer to undertake these tasks and co-operate with the employer in relation to health, safety and welfare matters.

In general the consequences of taking no action are likely to be more serious than of those trying to assist in an emergency.

Duties of Designated First-Aiders

The duties of the designated first-aiders include:

- Advising Heads of School on matters relating to first-aid requirements in their area.
- Notifying Health & Safety Office when first-aid kits require replenishment.
- Providing first-aid to injured persons in their area and ensuring that such injuries are recorded and an Incident Report form completed.
- Attendance at first-aid refresher seminars facilitated by the Health & Safety Office.

Note: A designated first-aiders who renders assistance to an injured person with the Institute is recognised by the Institute as acting in an authorised capacity.

Designated first-aiders are advised when in doubt about the extent of injuries to an individual, or where an individual refuses aid, to seek assistance from Emergency Services.

First-Aid Materials, Equipment and Facilities

It will be the responsibility of a nominated first aid supplies contractor on behalf of the Letterkenny Institute to ensure that adequate supplies are provided in compliance with the Health and Safety Authority Guidelines.

Drugs or medications should never be stored in first-aid boxes. Where an area presents specific risks identified in the safety statement, at least one first-aid box should be provided, together with any equipment or special antidotes, and located as close as possible to the site where the hazardous process exists

All first-aid boxes must be marked with a green cross on a white background.

The first-aid box should be kept as near as possible to hand-washing facilities.

The ancillary safety statement should note the names of the designated first-aiders in each area.

Replacement items for First Aid Boxes will be ordered by the First Aid Supplies

It is the responsibility of all employees to report missing stock items to the Health & Safety Office.

First-aid boxes should be free from dust and damp and kept clean and tidy at all times. They must not be obstructed.

The risk assessment for each area should determine if persons travelling long distances or who are continuously mobile should carry a personal first-aid travel kit. This is not necessary unless special hazards or isolation factors apply.

Special arrangements should be documented in the ancillary safety statements for people who work in remote areas so that they will be able to summon help if they work alone.

Persons organising offsite activities should make appropriate arrangements for first aid and carry a copy of the institutes incident report form.

First Aid Room Locations

- Letterkenny Campus, An Dánlann, Nurses Room - MPC210
- Letterkenny Campus, Main Building, First Aid Room – RM1109
- Killybegs Campus, Main Building, Nurses Room - OB 131

Notification of First-Aid Arrangements

To ensure that first-aid arrangements operate effectively, it is important that they are known, understood and accepted by everyone in the workplace.

Information regarding first-aid facilities and arrangements in place is provided to all LYIT first-aiders as part of their statutory training.

Strategically placed notices stating the names of Schools/Functional Areas first-aiders will be positioned at each Schools/Functional areas administrative office and at all first-aid boxes and documented in ancillary safety statements.

Information regarding first-aid arrangements is circulated via the staff intranet and internal communications such as e-mail.

All new members of staff as part of their induction will receive information on the Schools/Functions arrangements for first aid provision from their Heads of School/Function.

First Aid and Medical Centre Contact Details

For Emergency Service Dial **112** or **999**

Letterkenny Campus

Letterkenny First Aiders

Please telephone 074 9186007 or Ext 6007 Mon-Fri 09:00 – 17:00

Medical Centre Offices

Telephone: 074 9186850 or Ext 6850
Mon-Thurs 09:00 – 17:00 & Friday 09:00 – 13:00

Ballyraine Surgery Tel: 074 - 9129393
Between hours of 08:00 – 09:00 and 17:00 – 18:00

Nurses Mobile (087) 2052600

NOW DOC Out of Surgery Hours: Telephone 1850 400 911

Killybegs Campus:

Killybegs First Aiders

Please telephone 074 9186610 or Ext 6610 Mon-Fri 09:00 – 17:00

Medical Centre

NURSE'S OFFICE

Telephone: 074 9186670 or Ext 6670

Nurse: Mon- Fri 09:30 – 13.00

Location: Ground Floor
Main Building

KILLYBEGS HEALTH CENTRE

Telephone: 074 9731148

Receptionist:
Mon – Fri 09:00 – 18:00

Doctor on Duty:
Mon – Fri 08:30 – 13:00 15:30 – 18:00
Wed 08:30 – 13:00 17:00 – 18:00

NOW DOC Out of Surgery Hours: Telephone 1850 400 911



lyit - Incident Report Form

Instructions for completion of this form:

- Ensure **all sections** of this form are **completed** in as much details as possible, do not fill electronically.
- If you are a staff member complete this form with your manager/Head of School or Dept or the H& S officer.
- If you are a student complete this form with your lecturer or head of department.
- Once form is completed sign section F.

Return completed forms to the Health & Safety Officer at the Main Building - Reception.

Section A: Injured Persons Details

First Name:	Surname:		
Gender (please tick \surd):	<input type="checkbox"/> Male	<input type="checkbox"/> Female	Date of Birth: / /
Is the injured person (please tick \surd):	<input type="checkbox"/> Staff Member	<input type="checkbox"/> Student	<input type="checkbox"/> Visitor <input type="checkbox"/> Contractor
Staff ID Number/Student ID Number/Company Name:			
Occupation or Position/Course of Study & Year:			
Department:			
Manager/ Head of Department:			
Injured Persons Phone No:			
If you are a visitor or contractor please describe your reason for being at the institute:			

Section B: Incident Details

Date of Incident:	Time of Incident: : <input type="checkbox"/> am <input type="checkbox"/> pm
Location at LYIT (please tick \surd): <input type="checkbox"/> Campus Grounds <input type="checkbox"/> Main Building <input type="checkbox"/> CoLab <input type="checkbox"/> An Dánlann	
Location at Killybegs: <input type="checkbox"/> Campus Grounds <input type="checkbox"/> Main Building <input type="checkbox"/> Millennium <input type="checkbox"/> Tourism <input type="checkbox"/> library (- Barry's)	
Exact area/location where the incident occurred:	
Describe in detail how the incident occurred:	
Cause of Incident or Incident Trigger?	



lyit - Incident Report Form

Section C: Injury Details

Describe the type of Injury:	
Indicate part of the body most seriously injured (please tick ✓):	
<input type="checkbox"/> Head, except eyes	<input type="checkbox"/> Chest
<input type="checkbox"/> Eyes (left or right)	<input type="checkbox"/> Abdomen
<input type="checkbox"/> Neck	<input type="checkbox"/> Shoulder, upper arm, elbow
<input type="checkbox"/> Back, spine	<input type="checkbox"/> Lower Arm, wrist
<input type="checkbox"/> Hand	<input type="checkbox"/> Foot
<input type="checkbox"/> Fingers	<input type="checkbox"/> Toes
<input type="checkbox"/> Hip, Thigh, Knee	<input type="checkbox"/> Numerous parts of body
<input type="checkbox"/> Lower leg, ankle area	<input type="checkbox"/> Multiple injuries
Other (please specify):	

Section D: Medical Attention

What medical attention did the person receive? (please tick ✓)	
<input type="checkbox"/> First Aider	<input type="checkbox"/> Institute Nurse
<input type="checkbox"/> Institute Doctor	<input type="checkbox"/> GP
<input type="checkbox"/> Hospital (A&E Department)	<input type="checkbox"/> No medical attention required
If applicable - Name & Medical Practice of GP:	If hospitalised - Name of Doctor & Hospital attended:
What medical treatment was administered by GP?	
If admitted to hospital, provide details of length of stay & medical treatment received:	
If further medical treatment is required outline details:	
How many days was the injured person absent from the institute or work? _____ days	

Section E: Witness Statement

Was there a witness to the incident? <input type="checkbox"/> Yes or <input type="checkbox"/> No	
Name of Witness:	Phone Number:
Witness Statement – describe in detail how the incident occurred:	
Signature of Witness:	

Section F: Signatures

Signature of Manager/Head of School or Dept./Lecturer/ H&S Officer:	Signature of Injured Person: