

**FIRST AID**

1. **First Aiders.** There are a number of trained first aiders, normally a few of which will be working in the building. Notices on the safety notice boards list their names and workplaces.
  
2. **Normal routine.** In the event of an incident a qualified first aider should be called unless the condition is clearly serious in which case paramedics should be called via 999 as well as the first aider. The first aider will assess the situation and can then make one of the following decisions:
  - a. Apply 1<sup>st</sup> aid and let the individual go about their business.
  - b. Apply 1<sup>st</sup> aid and advise the individual to seek routine medical advice in their own time.
  - c. Apply 1<sup>st</sup> aid, then escort the injured person to either:
    - (1) The minor injuries unit at Largo Rd, if further treatment is needed, or
    - (2) Their accommodation. This is appropriate if treatment is not needed but the individual is unfit to remain in the school. Students escorted to halls should be handed over to a warden. Students who are unfit to move round the town on their own should be taken by taxi rather than private car.<sup>1</sup>
  - d. Call for paramedics, brief them on arrival and hand the injured party to paramedics.
  
3. **Infection control.** Unless the casualty's condition is life threatening, eg severe and uncontrolled bleeding, those giving 1st aid should take time to follow these precautions to reduce the risk of infection to the casualty and themselves:
  - a. Ensure own safety; remove risks to them.
  - b. Cover any pre-existing wounds with plasters prior to undertaking 1st aid.
  - c. Wear disposable gloves when dealing with blood or body fluids. Do not re-use disposable gloves.
  - d. After administering 1st aid wash any skin which may have been splashed with body fluids with soap and hot water but do not scrub the skin.
  - e. If the first aider sustains a wound in the course of administering treatment or if the casualty has sustained a penetrating wound and there is a risk of cross contamination then encourage bleeding by gently squeezing the wound.
  - f. Report any incidents to the University Safety office.
  - g. Any areas which are contaminated with body fluids should be disinfected with biohazard kit.

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<sup>1</sup> Transport should always be by taxi as the individual staff member is most unlikely to have insurance cover to take a student in their own car, this would constitute using the car for business travel.

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4. **Emergency Access - Toilet Cubicles.** Staff who are concerned about an individual who is unwell, collapsed or unconscious in a toilet cubicle should use an allen key to open the door from the outside. The keys fit in the centre of the outside of the lock and turn to open the door. The keys are held as follows:

Janitors	Café staff	School of medicine office
School of Biology office	Clinical Skills office	1 <sup>st</sup> aid room

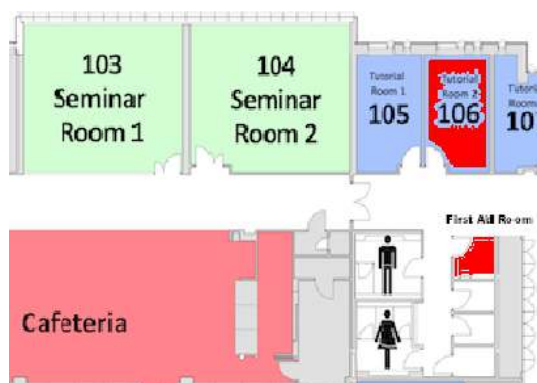
### 5. **First Aid Provision:**

a. **First Aid equipment.** The technician appointed to be the lead in first aid provision is to ensure that the first aid room and 1<sup>st</sup> aid boxes are kept stocked according to the scales directed by the university. Privately owned first aid supplies should not be used.

b. **First Aid room.** The school First Aid room meets all the requirements:

- clearly signposted and identified by white lettering or symbols on a green background.
- washable surfaces and adequate heating, ventilation, and lighting.
- a notice on the door advising of the names, locations, and if appropriate, telephone extensions of first-aiders and how to contact them.
- a sink with hot and cold running water, drinking water with disposable cups.
- soap and paper towels.
- store for first-aid materials.
- foot-operated refuse containers, lined with disposable yellow clinical waste bags or a container suitable for the safe disposal of clinical waste.
- an examination/medical couch with waterproof protection and clean pillows and blankets (a paper couch roll may be used that is changed between casualties).
- a chair.
- A sign indicating where the nearest telephone is (see below);

### NEAREST TELEPHONE - TUTORIAL ROOM 2 (106)



**FIRST AID ROOM EQUIPMENT AND SUPPLIES LIST**

Item	Supplier/Additional Supplies	Purchase Date or Expiry Date
1 Couch	Seers Medical	September 2010
1 pillow and case	Clinical Skills stores	
1 blanket	Clinical Skills stores	
1 Heart Start AED	Philips	?January 2010
1 AED Kit in bag : 1 face mask, 1 scissors, 1 pair large gloves, 1 razor		
1 50 person First Aid Kit		
Includes: 1 tube glucose gel		
2 rolls tape	Clinical Skills stores	
1 scissors		
1 box plasters (100)		
1 spill kit	Clinical Skills stores	
12 Kidney basins	Clinical Skills stores	
1 Glove Dispenser: 1 box each small, medium, and large	Stores	
1 Bottle normal saline eyewash	Occupational Health	

**Please contact Henry Rae 3589 to replace or reorder supplies**

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<b>Author:</b>	Executive Administrator (DCM)	<b>Approval Committee:</b>	
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### Version Control Record *(expand table as required)*

<b>Date</b>	<b>Revision Description</b>	<b>Major Changes</b>
02/11/2021	Published version	