

DKIT FIRST AID EMERGENCY PROCEDURES

ASSESS THE NATURE OF THE INCIDENT:

SLIGHT / MINOR

IF THE INJURY IS MINOR, IT CAN BE DEALT WITH BY THE NEAREST AVAILABLE FIRST-AIDER.

1. **Contact a First Aid Responder** using the pre-programmed phone at the First Aid/AED station. Select the speed dial option "Area FA -CQ (Call Queue)" on the screen to contact the First Aiders for that area.
2. **Contact the Student Health Unit** (Monday–Friday, 8:30am–4:30pm) using the pre-programmed phone at the First Aid/AED station. Select the speed dial option "Health Unit CQ."
Outside these hours (Monday–Friday after 6:00pm, all day Saturday and Sunday, and on bank holidays), the out-of-hours doctor can be contacted on 042 932 0038.

Sick or injured staff member / student can attend the Nurse / Doctor for assessment & treatment.

MODERATE / WORRYING

IF THE INCIDENT REQUIRES IMMEDIATE MEDICAL ATTENTION:

1. **Contact the Student Health Unit** (Monday–Friday, 8:30am–4:30pm) using the pre-programmed phone at the First Aid/AED station. Select the speed dial option "Health Unit CQ."
Outside these hours (Monday–Friday after 6:00pm, all day Saturday and Sunday, and on bank holidays), the out-of-hours doctor can be contacted on 042 932 0038.
2. **Contact a First Aid Responder** using the pre-programmed phone at the First Aid/AED station. Select the speed dial option "Area FA - CQ (Call Queue)" on the screen to contact the First Aiders for that area.
3. **Arrange for transport** to local A & E Department (Louth County Hospital for Minor Injuries Clinic / Our Lady of Lourdes Drogheda for other), if advised by Health Unit.
Note: Taxi can be arranged through Reception.

SERIOUS

IF THE INCIDENT IS SERIOUS:

1. **Contact Emergency Services** using the pre-programmed phone at the First Aid/AED station. Select the speed dial option "Emergency Services."
Contact the Student Health Unit (Monday–Friday, 8:30am–4:30pm) using the pre-programmed phone at the First Aid/AED station. Select the speed dial option "Health Unit CQ."
2. Outside these hours (Monday–Friday after 6:00pm, all day Saturday and Sunday, and on bank holidays), the out-of-hours doctor can be contacted on 042 932 0038.
3. **Contact First Aid Responder** using the pre-programmed phone at the First Aid/AED station. Select the speed dial option "Area FA - CQ (Call Queue)" on the screen to contact the First Aiders for that area.
4. **Stay with the casualty.** Do not move them unnecessarily.
5. **Reassure them** and keep them comfortable until the ambulance / medical assistance arrives.
6. **Arrange a friend or responsible person to accompany** the staff member / student to the hospital. Contact next of kin.
7. **International students** (including research students) can contact the International Office (Summer Murphy 087 7511519) for help with language support, health insurance, next of kin, and hospital visits.