

<b>Title:</b>	<b>First Aid Policy</b>			
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<b>Issued by:</b>	<b>Caroline Carlin</b>	<b>Approved by:</b>	ISMC	<b>Date:</b> March 2018



***Dundalk Institute of Technology***

***First Aid Policy***

**March 2018**

First Aid Policy - REVISION LIST

Revision No.	Date of Rev.	Brief Description of Revision	Location (Section No; Page etc.)
N/A	N/A	Original Document issued Feb 2014	
1	Dec 15	<p><b>General Review</b></p> <ul style="list-style-type: none"> <li>▪ Modernisation of document / change to font &amp; format</li> <li>▪ Replaced reference to <i>First Aid Co-ordinator</i> with <i>Health and Safety Co-ordinator</i></li> <li>▪ Amendment to reflect current arrangement for the 'Maintenance of First Aid Equipment and Supplies'. Added '<i>an external contractor has been appointed to check the First Aid stations bi-annually and restock if required</i>'</li> </ul>	<p>Throughout</p> <p>Section 5, 6 &amp; 7</p> <p>Section 7</p>
2	March 18	<p><b>General Review</b></p> <ul style="list-style-type: none"> <li>• Reference to '<i>All qualified First Aiders have a key to the wall mounted first aid boxes, and all the keys are keyed alike so the First Aiders can open boxes in any building across campus</i>' removed.</li> <li>• Reference to '<i>Incident/Accident Report forms</i>' removed. These are now available online.</li> <li>• Reference to an additional AED unit being located in the South Block, on the First Floor corridor, upstairs from the Well added.</li> </ul>	<p>Section 5 – Provision of First Aid</p> <p>Section 5 – Provision of First Aid</p> <p>Section 5 – Provision of First Aid</p>

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## 1.0 Scope of Policy

It is the policy of Dundalk Institute of Technology (DkIT) to ensure that first-aid arrangements on the campus operate effectively and efficiently. It is therefore important that they are known, understood and accepted by everyone in the workplace.

This policy is designed to guide all staff and students of DkIT on the procedures in place to:

- Access first aid assistance
- Provide first aid assistance
- Access and maintenance of first aid equipment and supplies.
- Reporting of Incidents/Accidents requiring first aid assistance

Nothing in this policy shall supersede in whole or in part the duties of employers or employees under existing statutory provisions relevant to safety, health and welfare at work.

## 2.0 Definitions

First aid is defined in Regulation 163, Chapter 2 of Part 7, Safety, Health and Welfare at Work (General Application) Regulations 2007 as follows:

*(a) in a case where a person requires treatment from a registered medical practitioner or a registered general nurse, treatment for the purpose of preserving life or minimising the consequences of injury or illness until the services of a practitioner or nurse are obtained, or*

*(b) in a case of a minor injury which would otherwise receive no treatment or which does not need treatment by a registered medical practitioner or registered general nurse, treatment of that minor injury.*

“Occupational First-Aider” means a person trained and qualified in occupational First Aid. Such training can only be provided by organisations or individuals on the Register of Occupational First Aid Training Providers. This Register is maintained on behalf of the Health and Safety Authority by the occupational first aid assessment agent (OFAAA).

## 3.0 Criteria

The following criteria were used to establish the first aid resources required in Dundalk Institute of Technology:-

- Numbers employed and numbers of non-employees.
- Nature of work.
- Degree of hazard.

- Level of accidents arising.
- Size and location of workplace.
- Distribution of employees within the workplace.
- Working hours.
- Availability of occupational health service within the workplace.
- Distance and duration from external medical services.

### **3.1 Numbers employed and numbers of non-employees.**

The maximum number of employees present in DkIT at any one time is between 400 and 699.

The maximum number of non-employees present at any one time is app 5,000. The great majority of these are students, but also included are a small number of external contractors (e.g. catering services), and incubator companies located in the Regional Development Centre.

### **3.2 Nature of work.**

Dundalk Institute of Technology is a non-residential educational establishment, which delivers a wide range of third level programmes. There are currently 4 schools, each of which has a number of departments. The four schools are:

- School of Business and Humanities
- School of Engineering
- School of Informatics and Creative Arts
- School of Health and Science

The academic year from September to May comprises two semesters. Management and clerical/administrative staff operate throughout the year.

### **3.3 Degree of hazard.**

Apart from laboratories, workshops and training kitchens there is a relatively low level of hazard on campus. It is the responsibility of each functional area, to provide and maintain additional first aid resources, should risk assessment determine special hazards are present in their area.

### **3.4 Level of accidents arising.**

There has been a relatively low level of minor accidents reported on campus over the past 5 years. The majority of these occurred during the “in-semester” period, when all students and staff are present on site.

### **3.5 Size and location of workplace.**

The Institute is located on a 75-acre site on the Dublin Road with buildings occupying approximately 55,000 m<sup>2</sup>.

### **3.6 Distribution of employees within the workplace.**

Employees and students are distributed relatively evenly throughout the Institute.

### **3.7 Working hours.**

The Institute operates on a five-day week basis throughout the year, except for bank holidays and public holidays. Hours of operation are generally 08.00 to 22.00 Monday to Friday in-Semester. The Institute is generally open 8.00am to 16.00 on Saturdays in-Semester.

The academic year from September to May comprises two semesters. Management and clerical/administrative staff operate throughout the year.

Approximately 26 weeks of the year are “in-semester” when all students and staff are on site. Another 6 weeks are composed of study weeks and exam times when the Institute is not as busy as in Semester. The remaining 20 weeks are “out of term time” when a much fewer number of staff and possibly some students are on campus. The Institute is closed for approximately nine days at Christmas / New Year and for four days at Easter.

### **3.8 Availability of occupational health service within the workplace.**

The Institute’s Health Unit is located on the upper floor of the Pádraig Faulkner Building as part of the overall Student Services block. It is staffed by one full time nurse, one part time nurse and a local doctor attends the unit for ten hours per week.

The Health Unit is open Monday to Friday, during term time at the following times:

- 9.30am – 2.00pm
- 2.30pm – 4.30pm
- Doctors hours: 12 noon – 2pm (appointment only)

### **3.9 Distance and duration from external medical services.**

A Minor Injuries Unit is open at Louth County Hospital, Dundalk, from 9am to 8pm daily to treat adults and children aged fourteen years and over. The unit is located less than 1km from DkIT (5 minutes’ drive).

Emergency services for County Louth are provided in the new Emergency Department in Our Lady of Lourdes Hospital, Drogheda. The department is located 33km from DkIT (25 minutes’ drive).

## 4.0 Access to First Aid

A list of qualified First Aiders and their telephone numbers is displayed at each First Aid/AED Station. In the event that a First Aider is required, the injured party or their helper should call one of the numbers listed giving clear details of the location of the accident/incident and a brief description of the nature of the injuries. If no First Aider is available, then the Caretakers should be called using the listed number.

The caller or other by-standers should remain with the injured party until the arrival of the First Aider. After office hours, until 10pm at night, or on Saturdays, a member of the caretaking staff, trained in Occupational First Aid will respond to the call.

First Aiders will respond to the incident according to their training and to health and safety guidelines. If injured party requires more than basic first aid (i.e. hospital treatment) the First Aider will arrange transportation by taxi or ambulance (depending on the seriousness of the condition) to hospital.

## 5.0 Provision of First Aid

Each of the 7 functional areas in DkIT has a responsibility to provide trained Occupational First Aiders to respond to first aid incidents. The Staff Training & Development office in the Human Resources Department has responsibility for the provision of occupational First Aid training complying with the requirements of the Safety, Health and Welfare at Work (General Application) Regulations 2007. This will be arranged in conjunction with the Institute Safety Monitoring Committee and the Health and Safety Co-Ordinator.

All trained Occupational First Aiders are listed in each building beside First Aid Station.

Eight First Aid/AED Stations are located as follows in buildings throughout the campus:-

<b>BUILDING</b>	<b>LOCATION</b>
NORTH BUILDING	HOEY'S LANE ENTRANCE FOYER
WHITAKER BUILDING	MAIN RECEPTION FOYER
REGIONAL DEVELOPMENT CENTRE	MAIN RECEPTION FOYER
FAULKNER BUILDING	MPC ENTRANCE FOYER
MUIRHEVNA BUILDING	MAIN ENTRANCE FOYER
RESTAURANT/THEATRE BUILDING	MAIN ENTRANCE FOYER
CARROLL BUILDING	MAIN ENTRANCE FOYER
CARROLL BUILDING	ADJ. SCHOOL ADMIN OFFICE P1096

An additional AED unit is located in the South Block, on the First Floor corridor, upstairs from the Well.

**Note: See Appendix 1 for Campus Location Maps of First Aid/AED Stations.**

Each First Aid/AED station consists of:-

- AED unit in a kit bag, housed inside a wall mounted alarmed cabinet.
- Wall mounted First Aid cabinet.
- List of required first aid contents.
- Contact details of Occupational First Aiders, Health Unit & Emergency Services.
- Telephone.

## **6.0 Maintenance of First Aid equipment and supplies.**

The Occupational First Aiders will check the First Aid stations on a regular basis to ensure that the boxes are restocked according to the list of required contents. In addition to this, an external contractor has been appointed to check the First Aid stations bi-annually and restock if required.

## **7.0 Reporting of Incidents/Accidents requiring first aid assistance**

The First Aider will initiate the record of Injury / Incident at the scene of the accident. The injured party should where possible complete their own details. The form should then be forwarded to the relevant Head of School/Department for completion prior to copies being sent to the Secretary/Financial Controller, Estates Department and Health and Safety Co-ordinator. In the event of a serious or unusual incident/accident, the First Aider is required to notify the Health and Safety Co-ordinator as soon as possible.