



**TUS**

Ollscoil Teicneolaíochta na Sionainne:  
Lár Tíre, An tIarthar Láir  
Technological University of the Shannon:  
Midlands Midwest

# **TUS Midlands Campus Approved First Aid Requirements & Procedures**

## **Introduction**

The SHWW General Application Regulations, 2007, require that TUS provides and maintains adequate First Aid provisions in the workplace.

In this regard the first aid measures implemented on the TUS Midlands Athlone Campus include an appropriate number of staff, trained in First Aid, the provision of adequate levels of first aid equipment, the provision of a Student Health Service, staffed by a registered nurse and the campus emergency response team which will be available to provide assistance in medical emergencies.

## **2.0 SCOPE**

The 'Midlands Campus Approved First Aid Requirements & Procedures' apply to all TUS Midlands Campus Athlone Units and campus areas.

## **3.0 DEFINITIONS**

First-aid

Means "treatment for the purposes of preserving life or minimizing the consequences of injury or illness until the services of a registered medical practitioner or registered general nurse are obtained." It is also the "treatment of minor injuries which would otherwise receive no treatment, or which do not need treatment by a registered medical practitioner or registered general nurse."

Occupational First Aider

An occupational first-aider means a person who has successfully completed a training course in occupational first-aid, presented over approximately three days. TUS First Aid training must be Pre-Hospital Emergency Care Council (PHECC) accredited. First Aid Refresher training is needed every 2 years and refresher training takes approximately 2 days to complete.

## **4.0 RESPONSIBILITIES**

### **4.1 Deans of Faculty/Heads of Department/Unit Managers**

All TUS managers must ensure that they have sufficient first-aid cover for areas and work activities coming under their management control.

Unit Managers should refer to the Midlands Campus Guidance document 'Guidance on Organisation & Provision of First Aid in TUS Units' available on the TUS website.

The document provides a 'How To' guidance on assessing and providing Unit first-aid cover.

Units should undertake the following steps when assessing & providing Unit First Aid cover:

- i) TUS Units need to ensure that during normal hours of business operation (e.g. 9am to 5.30pm Mon to Friday – especially during academic teaching weeks when there are large numbers of persons on campus), that Unit staff & students have access to a Unit First Aider for any First Aid needs arising in that Unit.
- ii) TUS Units should also assess their Unit's First Aid needs for any Business operations taking place in the evenings, or weekends, or trips, or examinations, or seminars etc., and ensure appropriate levels of First Aid are available in these situations.
- iii) Where new processes or activities are introduced in a Unit, first aid risk assessment provisions should be reviewed to determine whether additional arrangements are needed.
- iv) Units should ensure that their Unit First Aider names, office room number and telephone numbers are recorded, and that this information is communicated to Unit staff so that in the event of a first aid need arising, they can contact the Unit first aider.
- v) Unit should ensure that for areas coming under their control, such as Unit workshops and/or laboratories (except computer laboratories), kitchens and studios, that these areas contain a first-aid kits or have access to first aid kit in their vicinity (e.g. along the corridor outside a laboratory).
- vi) Where any first aid items or equipment is used to treat Unit injures, the relevant Unit is required to replace these items in the First Aid box.
- vii) Units will need to secure agreement from Unit staff to undertake First Aid training and become Unit First Aiders.

#### **4.2 Health and Safety Office**

Will support campus First Aid training by communicating to Units, the TUS approved and accredited First Aid Training organisations. Note Units will be responsible for ensuring their staff attend and complete any campus First Aid training course.

Campus Health and Safety Offices will provide information (notes) and guidance to Unit management and Staff on any matter relating to first-aid.

On behalf of the University the campus H&S office will arrange an annual audit of the First Aid kits throughout the campus, and where needed will replenish equipment.

*Note: It is the responsibility of each individual TUS Unit to ensure their first aid kits are kept stocked up throughout the year. For example, where a Unit has used items from First Aid Kits during the year then they must have these items replaced and not wait for the University to annual Audit/inspection.*

#### **4.3 Campus First Aider**

A Campus First Aider is a person (i.e. normally a member of staff or approved/contracted external agency employee dedicated to serve TUS Athlone Midlands Campus for purposes that include First Aid).

The First Aider must be a certified first aider (i.e. the person will have completed a recognised occupational first-aid 3 Day training programme to PHECC FAR standard). Unit, Faculty or Departmental First Aiders will where required provide first-aid treatment to a person on campus. The First Aider will deal with each incident safely by following the training they have received for assessing and administering first aid treatment.

Campus First Aiders should ensure that where they have used first aid equipment from a first aid kit, that they report the items used to the relevant TUS Unit so that arrangements can be made for replacement of used first aid items.

#### **4.4 Campus Emergency Response Team – (Estates Department Caretakers)**

When contacted, the Campus Emergency Response Team (Tel: - 087 111 4444), will respond to any Emergency situation arising on campus. Their responsibility and duties include: -

- i) For Campus Medical Emergencies - their primary role will be to support the ambulance getting to the exact casualty location. Where requested they will also support the Student Health Nurse at incidents and/or provide first aid.
- ii) Members of the campus emergency response team must take part in any campus/Estates Department training necessary for them to carry out their emergency duties.
- iii) All members of the Campus Emergency Response Team must deal with each incident safely by following the training they have received, and the procedures set out in this document.

#### **4.5 All Staff, Students and Campus Users**

Be aware of the Campus First-Aid Policy & Procedure and know how to call for assistance.

Co-operate with Heads of Faculty/Department/ Campus Company managers and their requirements in relation to ensuring sufficient first aid arrangements are in place.

Report all incidents immediately. Report any missing stock from Unit first-aid kits to their Unit Management.

### **5.0 CONTACTING A UNIT FIRST AIDER**

It is particularly important that Unit (e.g. Academic Department's First Aider) are contactable in the event of an incident needing First Aid treatment.

In this regard TUS Units/Academic Departments should maintain a list of the names and office contact telephone numbers of faculty/department first-aiders. Departmental management should ensure that all Unit staff in the relevant area are communicated too with both the names and contact number of the Unit first aider/s.

### **6.0 MIDLANDS CAMPUS UNIT FIRST AIDER PROCEDURES**

Campus Unit First Aiders should follow the procedures below, for assessing and administering first aid in Non-Medical Emergency & Medical Emergency situations on the Midlands Campus.

The Procedures are divided into two parts: -

- part A - **First Aid Treatment (Non-Medical Emergency) and,**
- part B - **Medical Emergencies**

#### **A) First Aid Treatment (i.e. Non-Medical Emergencies)**

- i) For a person needing First Aid treatment –with the injured/ill person's approval, assess and administer first Aid. Where the First Aider considers the injury is a non-medical emergency but is of the view that the injury needs follow up care or services from a registered medical practitioner or registered general nurse then the following should be organised: -

### **For Students**

They can be referred to the Students Health Centre (Student Health Nurse, Phone: 0906468063) - service available during academic teaching term 9am to 5pm --- please check with the student health centre for times outside of Academic Term).

### **For Staff**

The first aider can refer the person to:

- a) **A GP** (preferable but not mandatory i.e. (if Local)- the injured person's own GP), or, if Out of Hours, then,
- b) **MIDOC** – Tel: - **1800 302 702** (Ring first) Monday to Thursday 6pm - 8am, Friday 6pm to 12am, Saturday (open 24hrs), Sunday (open 24hrs).  
Address: Arcadia, Clonbrusk, C3M5+76 Athlone, County Westmeath
- c) **A&E Hospital**  
Nearest Emergency Department, Portiuncula University Hospital  
Ballinasloe, Co. Galway, H53 T971

If a First Aider is referring an injured person to any of the above (i.e. a, b, or c) then they can arrange on behalf of TUS to have the injured person transported by taxis by calling 086 8420008 (ask driver to invoice the TUS Campus Health and Safety Office).

### **ii) Communication**

- a) Where a Minor receives an injury on campus – The responding First Aider or their Line Manager must contact the minor's guardian (e.g. Parent) & inform them of the incident.
  - b) Where a TUS Employee or Student receives an injury on campus -The First Aider should contact the injured person's Head of Department or supervisor to inform them of the incident and what action has been taken.
  - c) Where a visitor or guest is injured on campus – The responding First Aider should make contact with the relevant TUS manager who brought that person to campus and that manager must contact the injured persons company or family contact, to inform them of the incident.
- iii) If a First Aider believes the injury is serious or is not sure, then contact the National Emergency Services "Medical Emergency" on 999 or 112

## **B) Medical Emergencies**

The First Aider assesses and considers the injury serious (E.g. any life-threatening or other serious conditions). Follow the steps below: -

- i) Contact the National Ambulance Service on 999 or 112  
If another person is available to assist you, then delegate them to contact the Emergency Services while you attend to the casualty.
- ii) Inform the Emergency Services of the following:
  - a) State the exact location "Your Location on campus - East or West Campus," TUS Midlands Campus, Athlone, Dublin Road, Athlone, Co. Westmeath, (Eircode N37 HD68 – for the Main campus Building).

- b) Inform the operator of suspected condition of the casualty, how many people need assistance and if there are any potential hazardous situations present e.g. a fire etc.
  - c) Do not hang up the phone (stay on the line) until the Emergency Operator says it is ok to hang up. Make sure everyone in attendance at the incident knows the emergency services have been contacted and are on their way to the casualty.
- iii) **Campus Emergency Response Team (CERT)**  
The responding first aider should delegate a person to contact the Campus Emergency Response Team on Tel **087 111 4444**.  
The CERT will respond and provide emergency assistance. They will, (i) arrange to meet the Ambulance on arrival at the campus and direct them to your location or if you require, will, (ii) come to your assistance at the casualty location.
- iv) **Student Nurse**  
During normal business hours & during academic term only, the Student Nurse can be contacted on **Phone: 087 997 7437** to support medical emergencies on campus. Or their reception desk on **Tel: 090 64 68063** to assist with medical emergencies.

## **7.0 REPORTING & RECORDING ACCIDENT/INJURY INFORMATION**

All incidents resulting in personal injury, and which involve First Aid or Medical Emergency treatment must be recorded on the TUS Incident/Accident report form. The First Aider should complete as much as possible, the report form, including information in relation to treatment provided and forward the form to the relevant TUS manager who will finalise completion and then submit it to the Campus Health and Safety Office.

## **8.0 TRAINING & RECORD KEEPING**

TUS will have in place arrangements to train Unit staff as First Aiders. Heads of Faculty/Department and Campus Company managers must ensure that their nominated staff are made available to undertake the required training and refresher training. Records of training received are to be maintained by the relevant faculty/department or Campus Company and shall be made available for inspection by the Campus Health & Safety Office.

## **9.0 FIRST AID EQUIPMENT**

TUS will ensure that adequate and appropriate first aid equipment is provided and maintained throughout the campus. All departments/sections shall have appropriate first aid equipment available for use within their areas. The equipment will be provided in a marked and accessible container.

In cases where TUS personnel are arranging and operating events away from campus, and there are special hazards involved e.g. certain types of fieldwork, then the Unit's organising such events must ensure, appropriate travel first aid kits are acquired and used appropriately. A list of the contents of Athlone Campus generic First Aid boxes is given in table 1 below.

### **8.1 Automated External Defibrillator (AED)**

There are several Automated External Defibrillator (AED) located throughout the campus buildings. They are available to access while the campus is open (Campus building will normally remain open during the academic term until the campus building are locked (i.e. approximately 10pm). The location of the AEDs (Automated External Defibrillator) is shown in the AED map below.

## **8.2 Transport Chair**

There is a Fold Away Transport chair (*also known as companion wheelchairs – has four small wheels instead of two small and two large*) which is in the Campus Caretakers Office. It can be requested to an incident location by telephoning the Campus Emergency Response Team on 087 111 4444. The following conditions are applicable to any request for the Transport Chair: -

### **In the event of the Transport Chair being considered for use as a mobility aid in a First Aid situation:**

1. The injured person must first be assessed by the attending First Aider. All relevant first aid precautions and assessments should be undertaken before the use of the chair is considered.
2. The Transport Chair should only be used if the injured or ill person is able to transfer into the Transport Chair independently. The only assistance required by the staff member (First Aider) supervising the transfer should be appropriate verbal prompts.
3. In a first aid situation, if the person requiring the wheelchair is unable to transfer independently an ambulance should be called to the location of the incident.
4. If Approved for Transport the injured person will be transferred to the destination on campus, only, as instructed by the First Aider.

### **In the event of the Transport Chair being requested by a staff member to support a Non -First Aid situation (non-emergency): -**

1. Approval to provide the transport chair and caretaker (transporter) will be at the discretion of the Estates Department Caretakers and assessed on a case-by-case basis. An example: a request is made to support the transport of an elderly person on an internal tour of the main campus building. Such requests would receive a favourable consideration, caretaker resources being available to provide the service. (Note: Where feasible please contact the Estates Department Duty Caretaker ---PLEASE DO NOT use the Campus Emergency Response number for non-emergencies)

Table 1: FIRST AID BOX CONTENTS – (Campus Aluminium Cabinets serving 11 to 25 persons)

QTY.	PRODUCT DESCRIPTION
100	Wash proof Plasters Assorted
100	Blue Plasters Asstd. (100)*
Min 1	Blue Detect. Tape 2.5cm *
2	Eye Pads with Bandage
6	Triangular Bandage (slings )
1	Pack of 6 Safety Pins
2	No. 8 Lint Dressings Medium - Individually wrapped Sterile Un-medicated Wound Dressings Medium (10x 8cm's)
6	No. 9 Lint Dressings Large - Individually wrapped Sterile Un-medicated Wound Dressings Large (13x 9cm's)
3	No. 3 Lint Dressings Ex.Large - Individually wrapped Sterile Un-medicated Wound Dressings (28 x 17.5cm's)
20	Individually Wrapped disinfectant Wound Wipes
1	Paramedic Tough Cut Shears
10	Examination Pairs of Latex Gloves
10	Eye Wash Pods 20ml
1	Sterile Eye Wash 500ml.
1	CPR Pocket Mask
1	Burn Gel Bottle 118ml.
1	Water Based Burns Dressing 10 x 10cm.
1	Water Based Burns Dressing Large
2	5cm.x 4.5mtrs. .Crepe Bandage 7

Note: - Additional or alternative First Aid items found in First Aid Boxes in food preparation areas across the Campus.

**Location Map - Automated External Defibrillators (AED) Located on the TUS Midlands Athlone Campus**





