



This information is to be used in conjunction with the Environment Health and Safety Manual.

General Advice

As the words imply, **FIRST AID** is the first assistance given to an injured person; it cannot take the place of skilled medical attention. For any major event, i.e. chest pain, respiratory distress or unexplained collapse, first call an ambulance, then your nearest first aider and then Student Health.

Ambulance: 0 – 000
First Aider: _____
Student Health: 8344 6904

First aid boxes are available in all departments. All members of the University are asked to make themselves familiar with their local first aid officer and the contents of the boxes closest to their place of work. These boxes are not intended for the treatment of your ailments.

Always wash your hands before treating burns, wounds or eye injuries.

Reporting

All injuries must be reported to the Risk Management Office on an Accident/Incident Report Form S3, within 24 hours. For further information, refer to Section 4 of the University Environmental Health and Safety Manual

Bleeding

STOP THE BLEEDING AT ONCE and send promptly for an ambulance or a doctor. Control by direct pressure and elevate the limb if possible. Apply the pad of sterilised dressing(s) (in the first aid cabinet) and bandage firmly. It may be necessary to apply a second pad on top of the first one. Where such dressings are not available, arterial bleeding may be controlled by pressing the artery against the underlying bone with the finger or thumb.

Electrical Shock

ACT QUICKLY. Switch off the current. If this is not possible, free the person by using something that will not conduct electricity - DRY, folded newspaper - wood - cloth - rubber. Do not touch the individual - you may get a shock yourself.

If breathing is failing or stopped, apply artificial respiration - use the Resusitube if necessary - do not waste time. Get help and send for an ambulance.

Collapse

If the casualty is unconscious, but is still breathing and has a pulse, place him or her on their left side (coma position) and call an ambulance.

Cover with a light blanket or clothing – but no hot water bottles.

Do not give anything to eat or drink by mouth.

Fractures

Do not attempt to move a casualty with broken bones or injured joints unless he/she is in immediate danger.

Burns

If serious, send promptly for an ambulance or a doctor. If possible, run affected area under cold water for 10 minutes if skin is intact.

Do not burst blisters, and do not try to remove clothing sticking to the burn or scald.



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With **CHEMICAL** burns, remove contaminated clothing and flush the burn with plenty of cold water.

Concussion

After a blow on the head, especially when there is interference with consciousness, a doctor should see the casualty. Neither you nor the casualty can decide the importance of this.

Gassing

If inhalation of any gas is suspected then:

- 1 ascertain that it is safe to enter the room then carry the patient into the fresh air. **DO NOT** let patient walk. If breathing has stopped, apply artificial respiration - get help and send for a doctor;
- 2 if any doubt that the gas may still be present in the room call emergency services.

Eye Injuries

Chemical in the Eye or Chemical Burn:

Flush the open eye at once with clean cold water for at least 15 minutes. Send the casualty for medical attention immediately.

Foreign Body in the Eye:

Send the casualty to a doctor or hospital immediately.