

# University Occupational Health and Safety Information Sheet

## PROCEDURE FOR SUMMONING A FIRST AIDER

**WHEN CALLING EXT 2222 (OR 0141 548 2222 FROM AN EXTERNAL PHONE OR MOBILE). YOU WILL BE REQUESTED TO PROVIDE THE FOLLOWING INFORMATION:**

- Own name and Department
- Exact location, including the building, floor and room number
- The nature of incident

### Procedure for managing a First Aid situation

#### In NON-URGENT situations:

For example

- Minor injuries and illnesses
- Bumps, bruises, scrapes, small cuts

#### In URGENT situations where the person:

For example:

- Is in cardiac arrest
- Is experiencing a medical emergency (i.e. stroke, diabetes, epilepsy, asthma)
- Has significant trauma (i.e. spinal injury, amputation, significant head injury)
- Has completely stopped functioning
- Is at imminent risk of harm to them self or others and judgement is impaired
- Is violent or threatening violence
- Is disorientated and out of touch with reality
- Expresses suicidal thoughts

#### In office hours:

#### Out of office hours:

#### Action:

- Call a departmental First Aider (details provided locally and in the Departmental OHS Arrangements).
- Call Security on Ext 2222 if a departmental First Aider is unable to attend the incident promptly.
- The First Aider should assess the situation promptly and either:
  - 1) Administer First Aid within their training capacity, or
  - 2) Call for First Aid Assistance from Security (Ext 2222) if required.
  - 3) If hospital treatment is required Security (Ext 2222) will co-ordinate transportation by taxi to the nearest hospital

#### Action:

- Call Security (Ext 2222)

#### In office hours:

#### Out of office hours:

#### Action:

- Call Security on Ext 2222 and request an ambulance and assistance
- Call a departmental First Aider or Mental Health First Aider (details provided locally and in the Departmental OHS Arrangements)
- The First Aider should assess the situation promptly, take charge and administer First Aid within their training capacity until assistance arrives
- In the event of a cardiac arrest locate the nearest AED – preferentially discharged by a trained First Aider, otherwise follow the voice prompts

#### Action:

- Call Security (Ext 2222)

### In all situations:

- Where possible make sure you have support and do not leave the ill/injured person alone
- Stay calm
- Engage with the person
- Put your own safety first, and that of others at the scene
- Report the incident as per the First Aid Standard