First Aid Personnel

The requirements for first aiders will be established from a first aid needs assessment, and these personnel will comprise the following:

- College First Aiders
- Other first aid personnel

**College First Aiders**

These individuals are defined under the Policy as ‘someone (usually a member of College staff) who has attended the appropriate certified level of training to enable them to give emergency first aid to someone who is injured or become ill while at work, and to others (e.g. students, visitors to the College)’.

In practice, these personnel will be based in buildings across the College campuses, and when present on site, will be required to respond promptly to any person who is injured or requires first aid.

**Other first aid personnel**

These individuals are defined under the Policy as ‘certified first aiders (in the same way as ‘College First Aiders’) but with additional levels of training appropriate to their needs’.

Examples of these personnel include:

- Those who provide first aid in potentially hazardous remote locations (e.g. field work and other offsite activities);
- Those who may have to deal with a range of injuries arising from sports activities;
- Those who may have to deal with work involving higher level hazards such as chemicals or dangerous machinery, or special hazards such as hydrofluoric acid.

In practice, these staff are first aiders because of their involvement in specific activities for which a need has been established. However, clearly this should not stop them from responding to any situation where someone is injured or requires first aid.

**Responsibilities of first aiders**

The responsibilities of College First Aiders and other first aid personnel can be found here [INSERT LINK TO POLICY].

**Qualities of first aid personnel**

There are a number of recommended personal traits and qualities that a first aider should have to assist effectively in an emergency:

- Communication skills – first aid is all about people. First aiders should have good communication skills. Emergency situations can be stressful and distressing for those involved, therefore a first aider needs to have a calm and reassuring manner. In addition, a first aider needs to be able to ask appropriate questions about signs and symptoms. This can be a challenge if a patient is scared or in pain. Communication is also important when describing the situation and injuries to the emergency services either in person or over the phone;
- Confidence – a certain amount of confidence is required to be a first aider. They need to be confident in the skills and techniques learnt during training and be able to apply these to real world emergency situations;
- Ability to work under pressure - Ability to cope with stressful and physically demanding emergency situations. First aiders should be able to keep a ‘cool head’ and remember key life-saving skills (for example, cardiopulmonary resuscitation) in stressful situations;
- Attention to detail – a certain amount of attention to detail is required to become a first aider. Learning first aid can be daunting as there are lots of little rules and signs/symptoms to be learned. A first aider should, therefore, have a good attention to detail;
- Teamwork and leadership – in any emergency a first aider may be required to work as part of a team, including working alongside the emergency services. In addition, a first aider will often be required to take on a leadership role during the emergency.

Finally, normal duties of staff should be such that they may be released immediately and rapidly to deal with an emergency.

For further information, please contact the Health and Safety Office Co-ordinator.

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Related procedures:
First aid training