

## FIRST AID EMERGENCY PROCEDURES

- DMU will have sufficient trained and qualified first aiders within each building. The number of first aiders will depend on the number of people, the level of risk and the support of other safety provisions.
- DMU will provide sufficient first aid equipment in the form of adequately stocked first aid boxes.
- Names and contact details of first aiders will be displayed on green first aid posters throughout the building and on local health and safety notice boards.

### Location of first aid posters and facilities

Please make yourself aware of the first aid posters and location of first aid facilities. First aid posters and facilities are available throughout the building in accessible locations (green box). They might be in main office areas, corridors or in large teaching spaces.

### First Aid Procedures

#### Obtaining first aid:

If you have an accident or are feeling unwell:

- Contact your nearest first aider. If you are unsure who to contact, speak to a member of staff who will summon a first aider for you
- If an ambulance is required, dial 999 first, then contact your local security or reception explaining what has happened and where

If you witness an accident:

- Assess the situation and any injuries that have been sustained - are there any risks to the casualty or others? Can the dangers be removed safely?
- Try to make the injured person comfortable
- Contact the nearest first aider – **contact details should be clearly displayed on the green first aid poster and/or local health and safety notice board, as well as on the first aid pool list which staff can access online**
- When the first aider arrives, continue to provide help and assistance as instructed
- Try to establish the possible causes of the accident and whether there are any other witnesses
- Assist with any further investigation