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As a University First Aider, you must be willing to administer first aid as determined by need and within your competence and summon additional assistance if required (e.g. ambulance, paramedic etc) within your School/Directorate, in any University building or on any University premises. You will receive the appropriate training, which is the First Aid at Work (FAW) training, and you would be expected to carry out the following duties in a responsible manner:

1. Keep your first aid knowledge and skills up to date via the refresher/requalification training programme and hold a current First Aid at Work (FAW) certificate, as recognised by the University of Aberdeen.
2. Act in such a manner to respect the dignity of all injured parties to protect their confidential information.
3. Be aware of the location of and maintain the first aid equipment for which you have responsibility, including restocking the first aid box(es).
4. If there is a defibrillator in your building, agree with other First Aiders to assist Security in ensuring that it and any accessories contained with them (e.g., razors, drying towels, trauma shears, gloves, face mask, etc) is in good working condition and keep a record of these checks.
5. If the injured party is removed to the hospital for medical treatment,
  - a. Contact should be made with the Health, Safety and Resilience Team via email on [healthandsafety@abdn.ac.uk](mailto:healthandsafety@abdn.ac.uk) to ensure that an investigation can begin without delay.
  - b. Contact should be made with the School/Department of the injured party (if known), to ensure that emergency contacts can be notified where required. It is not expected that the first aider will notify the injured party's emergency contact.
6. Liaise with Local Safety Coordinators (LSCs) or School/Directorate Administration Managers and other first aiders to ensure that there are suitable and sufficient first aid signs and notices within your workplace/location and that they are kept up to date, clearly indicating that you are the/one of the First Aiders.
7. Report all accidents/near-misses promptly using the online reporting form, ensuring that all the sections are filled in accurately.
8. Inform the Health, Safety and Resilience Team of any change in circumstances, which may impact you from discharging your duties as a first aider.
9. Work on-site for a minimum of 3 days per week

It is recommended that you download and install the Safezone app on your mobile phone.

The provision of first aid treatment as a university recognised first aider is deemed to be under the instruction of the University. Provided that you act in good faith and within the scope of any recognised training provided, then the first aider is covered by the University's indemnity insurance.

Following any first aid incident, if you feel that you would benefit from a discussion on the incident or your actions during or after the incident, you can discuss this confidentially with one of the University's clinical team. If you wish to make use of this service, please contact Dr Jerry Morse on 01224 437733 or [jerry.morse@abdn.ac.uk](mailto:jerry.morse@abdn.ac.uk). Also, as a university first aider, you are entitled to University Counselling services and Employee Assistance Programme, should you require it, following any incident arising from the discharge of your duties.