

PROCEDURE FOR SUMMONING A FIRST AIDER AND MANAGING FIRST AID SITUATIONS

<p>In NON-URGENT situations:</p> <p>For example</p> <ul style="list-style-type: none"> • Minor injuries and illnesses • Bumps, bruises, scrapes, small cuts 		<p>In URGENT situations, where the casualty:</p> <p>For example</p> <ul style="list-style-type: none"> • Is in cardiac arrest • Is experiencing a medical emergency (e.g. Epilepsy, asthma, anaphylaxis, stroke, diabetes) • Has significant trauma (e.g. Spinal injury, amputation, significant head injury) • Has completely stopped functioning • Is at imminent risk of harm to themselves or others and judgement is impaired • Is violent or is threatening violence • Is disorientated and out of touch with reality 	
<p>Within normal hours:</p> <p>Action:</p> <ul style="list-style-type: none"> • Call a first aider (telephone numbers and locations can be found on the first aid lists within departments) • If any difficulty is experienced in summoning a first aider, contact the Reception to ensure an alternative is found without delay <p>The First Aiders should:</p> <ol style="list-style-type: none"> 1 Assess the situation promptly 2 Administer first aid within their training capacity 3 Call the Reception/ Switchboard for assistance if required 4 If hospital treatment is required contact the Reception to coordinate transport by taxi to the nearest hospital. 	<p>Out with normal hours:</p> <p>Action:</p> <ul style="list-style-type: none"> • Call Reception for assistance 	<p>Within normal hours:</p> <p>Action:</p> <ul style="list-style-type: none"> • Call 999 immediately • Call a first aider (telephone numbers and locations can be found on the First Aid lists within departments) • If any difficulty is experienced in summoning a first aider, contact the Reception to ensure an alternative is found without delay <p>The First Aider should:</p> <ol style="list-style-type: none"> 1 Assess the situation promptly 2 Take charge and administer first aid within their training capacity until assistance arrives 3 In the event of a cardiac arrest, request urgent deployment of the nearest AED by contacting Reception/ Switchboard 	<p>Out with normal hours:</p> <p>Action:</p> <ul style="list-style-type: none"> • Call 999 immediately • Call Reception for assistance
<p>Overnight hours:</p> <p>Action:</p> <ul style="list-style-type: none"> • Call Reception for assistance 		<p>Overnight hours:</p> <p>Action:</p> <ul style="list-style-type: none"> • Call 999 immediately • Call Reception for assistance 	

WHEN CALLING THE RECEPTION BY DIALING '0' (OR 0141 3534600) FROM AN EXTERNAL PHONE OR MOBILE, YOU WILL NEED TO PROVIDE THE FOLLOWING INFORMATION:

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

In ALL situations:

- Where possible, make sure you have support and do not leave the injured/ill person alone
- Stay calm
- Engage with the injured/ill person
- Put your own safety – and that of others at the scene - first
- Report the incident following GSA's Procedure for Reporting Accidents, Incidents and Near Miss Events