

First Aid FAQs

How do I know who are first aiders and how do I find my nearest one?

Updated lists of first aiders are displayed on the Health and Safety notice boards at College Buildings Updated lists of first aiders are also kept in reception at College Buildings, Brunei Gallery and PWW

If you need a first aider call the emergency number (555) and ask a first aider to be sent along to help you.

How do I train to become a first aider?

Contact Staff Development (staffDevelopment@soas.ac.uk) who will send you the details on how to book on to a first aid course. There are a limited number of vacancies each year so you may be put on a waiting list.

What does the training involve?

Initial training involves a 3 day training course away from SOAS. Courses are not run on site but you can choose where to take the course. So if there is an approved centre near your home you have the option of attending there.

A 2-day requalification training course must be completed every 3 years to ensure that your certificate remains up-to-date.

Where are the first aid rooms?

- College Buildings – room 121. 1st floor on the way to the SCR

How do I get into the first aid room?

College Buildings – use the pin code on the door, there is no key required. If you do not know what the pin code is, please call the H&S manager on Ext 4939 or ask a first aider healthandsafety@soas.ac.uk

How do I restock my first aid box?

Go to the first aid room at College Buildings and take what you need. If you take the last of anything or can't find what you need, please let the H&S manager know so that they can re-order, in the absence of the H&S manager, please contact Sue Bradbury (sb192@soas.ac.uk) Do remember to check the expiry dates on the contents of your first aid box.

Where can I find a first aid box?

First aid boxes are only kept by qualified first aiders. If you are a recently qualified first aider and do not have a first aid box, contact the H&S manager who will order one for you.

Can I keep plasters in my first aid box?

Yes you can stocks are kept in the first aid room at College Buildings.

Where can I find an incident report form?

Incident report forms are available on the health and safety website
<https://www.soas.ac.uk/healthandsafety/firstaid/>

What needs to be reported on an incident report form?

Any incident / accident that you as a first aider are asked to help with.

What if I have to use my own money to send someone home or to hospital in a taxi?

Please provide the receipt to Staff Development who will arrange for you to be reimbursed.

What if I have to buy water?

This should not be necessary as drinking water is available in the SCR and Refectory in the main building

I am unhappy at dealing with a situation I have been called to attend to

Call the emergency number (555) and ask for additional first aider to be sent along to help you.

Can I refuse to help in a situation if I am really uncomfortable?

Yes you can. Ask that another first aider be called using the emergency number.

What if I am busy and cannot leave my desk or am in a meeting that I cannot leave?

Ask that another first aider on the list is contacted.

Dose SOAS have automatic external defibrillators (AED)?

Yes, there is an AED kept at the reception of each building and an additional one kept behind the issue desk in the Library.

Can I train to use an AED?

This is now included in first aid training courses.