

HEALTH & SAFETY



NOTES FOR NEW FIRST AIDERS



Congratulations on achieving your first aid qualification and welcome to the SOAS First Aid Network.

Below is some important information and useful tips to help you in your role as a First Aider:

Accidents and Emergencies:

- Incident report forms can be found on the Health & Safety website <https://www.soas.ac.uk/healthandsafety/firstaid/> They must be completed in the event of every accident and near miss that occurs. Once the online form is complete, a copy is automatically sent to the Health and Safety manager.

First Aid Rooms:

- The first aid room in the Main building is on the first floor next to the Staff Common Room. The code for this room is **8130**.

First Aid Lists:

- The first aid list is updated and distributed regularly by Staff Development. Please be aware of the other First Aiders on your floor. It is important that every floor in the building has a number of qualified first aiders in cases of emergency. The latest first aid list can be found here: <https://www.soas.ac.uk/healthandsafety/firstaid/>

First Aid Stock:

- All first aid stock is ordered through the Health and Safety manager (healthandsafety@soas.ac.uk) or in their absence Sue Bradbury (sb192@soas.ac.uk) Some basic supplies are kept in the first aid room in the main building, so please check this room before you request new stock and please let the Health and Safety manager know when supplies are running low.

Refreshers and Requalification:

- The first aid qualification lasts for 3 years after which time you will need to complete a requalification course. Staff Development will provide first aiders with details of requalification and refresher courses which are an opportunity to practice first aid skills.

First Aid Payments:

- First Aiders receive a payment of £100 each year which is coordinated by Staff Development and the Payroll Department, and is usually paid in the January payroll.

Automated External Defibrillators (AED)

- SOAS has trained a number of first aiders to use defibrillators. The defibrillators are kept at the reception desks of each SOAS building and the library. AED training is provided during new first aid qualification and requalification.