

First Aid and Medical Emergencies



First Aid

A list of qualified first aiders is given alongside all first aid kits and on safety noticeboards throughout the department. If a locally based first aider is not available, contact the University Security Services (telephone 89999) where 24 hour first aid cover is maintained.

Medical emergencies

If there is a serious medical emergency telephone 999 and ask for an ambulance. If an ambulance is not required but a general practitioner (GP) is needed, call the patient's own local GP if appropriate, otherwise, call Jericho Health Centre on 01865 311234 and ask to speak to Dr Laurence Leaver or one of his colleagues; explain that you are dealing with an emergency on University premises.

Ensure that somebody meets and directs the ambulance and/or doctor to the patient.

If the patient can be moved either:

- (a) decide whether the patient should be taken to an appropriate accident service (see addresses below), or
- (b) contact the patient's general practitioner and ask for assistance.

If in doubt telephone 999 and ask for an ambulance. ***Ensure that somebody meets and directs the ambulance to the patient.***

Note: use of private cars by members of the University for transporting patients and without specific insurance cover for use on University business is covered by the University's insurers, but against third party claims only.

Accident service addresses and telephone numbers

Emergency Department, John Radcliffe Hospital, Headington, Oxford	0300 3047777
Ear, Nose and Throat Department, John Radcliffe Hospital, Headington, Oxford	01865 231405
Eye Casualty, John Radcliffe Hospital, Headington, Oxford	01865 234567 option 1 followed by option 1

Injuries from glass or sharps (including needlestick injuries)

Any such injuries which carry a risk of work-related infection should be notified to the University Occupational Health Service as soon as possible, as well as reported to the University Safety Office in the usual way.

Accident reporting

All accidents/incidents must be reported on the University Safety Office [Incident Reporting Investigation System](#) website as soon as reasonably possible.

Serious accidents should be reported in person or by telephone immediately to:

David Anderson (Departmental Safety Officer)	ext. 73407 or
Keith Belcher (Deputy Physics Area Safety Officer)	ext. 73936