



# Dublin International Study Centre

## First Aid Policy

## Contents

|                                                         |    |
|---------------------------------------------------------|----|
| First Aid Policy.....                                   | 3  |
| Section One: Introduction.....                          | 3  |
| Section Two: Legislative and Regulatory Context .....   | 3  |
| Section Three: Purpose and Scope .....                  | 3  |
| Purpose.....                                            | 3  |
| Scope.....                                              | 4  |
| Section Four: Policy Principles.....                    | 4  |
| Section Five: Roles and Responsibilities.....           | 5  |
| Management Responsibilities.....                        | 5  |
| Staff Responsibilities .....                            | 5  |
| Learner Responsibilities .....                          | 6  |
| Section Six: First Aid Provision at DISC .....          | 6  |
| Training .....                                          | 6  |
| First Aid Kits .....                                    | 6  |
| AED Devices .....                                       | 7  |
| Section Seven: Responding to Incidents.....             | 7  |
| Procedure.....                                          | 7  |
| Incident Response Procedure .....                       | 7  |
| Notifiable Incidents .....                              | 8  |
| Section Eight: Communication and Awareness.....         | 8  |
| Section Nine: Confidentiality and Data Protection ..... | 9  |
| Section 10: Monitoring and Review.....                  | 9  |
| Section Eleven: Associated Policies and Documents.....  | 9  |
| Document Control .....                                  | 11 |

# First Aid Policy

## Section One: Introduction

1. DISC recognises its duty of care under Irish legislation to provide a safe environment for all learners, staff, and visitors. This First Aid Policy outlines the procedures, responsibilities, and resources required to ensure effective first aid provision across all DISC operations.
2. This policy supports DISC's overarching Quality Assurance (QA) Framework and is informed by QQI statutory guidelines, and relevant national legislation.

## Section Two: Legislative and Regulatory Context

3. This policy has been developed in compliance with the following:
  - Safety, Health and Welfare at Work Act 2005.
  - Qualifications and Quality Assurance (Education and Training) Act 2012.
  - Education and Training Boards Act 2013.
  - QQI Core Statutory Quality Assurance Guidelines.
  - QQI Programme Validation Manual – Further Education and Training Programmes.

## Section Three: Purpose and Scope

### Purpose

4. The purpose of this policy is to establish and maintain a comprehensive and legally compliant framework for the provision of first aid across all DISC operations. Specifically, it ensures that:
  - **Adequate First Aid Arrangements Are in Place.**  
DISC provides appropriate first aid facilities, trained personnel, and clear procedures in all teaching, administrative, and student areas. These arrangements are in line with the Safety, Health and Welfare at Work (General Application) Regulations 2007, which mandate that employers ensure access to first aid equipment and trained responders in the workplace.
  - **Health Risks Are Minimised Through Rapid and Effective Response.**  
The policy ensures that incidents involving illness or injury are responded to swiftly and competently, reducing the potential for harm and supporting learner and staff wellbeing.
  - **Regulatory Compliance Is Maintained.**  
DISC upholds all relevant legal obligations under Irish workplace health and

safety legislation, as well as QQI's Core Statutory Quality Assurance Guidelines (2016), which call for effective support systems and learner protection strategies.

- **Staff Are Trained and Equipped Appropriately.**

All designated first aid personnel are provided with certified training (e.g. FAR – First Aid Response) in line with guidance from the Health and Safety Authority (HSA). Such training is recognised by the Pre-Hospital Emergency Care Council (PHECC) and delivered in accordance with current national regulations and statutory requirements. Basic awareness training is promoted across the wider staff team, and first aid kits are maintained, monitored, and accessible at all times.

## Scope

5. This policy applies comprehensively to all individuals present on DISC premises or engaged in DISC-led activities, including:

- **All Learners.**
- **All Staff Members.**  
Including academic, administrative, operational, and support staff, whether full-time, part-time, or temporary.
- **Visitors and External Parties.**  
Including guest lecturers, contractors, service providers, prospective students, guardians, and any individuals participating in site-based or sponsored activities.

## Section Four: Policy Principles

6. DISC's approach to first aid is guided by a set of core principles that reflect legal obligations, ethical responsibilities, and best practice in educational settings. These principles ensure that the safety and well-being of learners, staff, and visitors are proactively protected at all times.

- **Accessibility and Timeliness of First Aid Provision.**  
First Aid services must be readily accessible across all DISC facilities. Response to any incident involving injury or illness must be prompt and effective. In accordance with Irish regulations, adequate signage, equipment (e.g. fully stocked first aid kits), and staff deployment must be maintained to support timely intervention in emergencies.
- **Accredited Training for All Staff.**  
All DISC staff will undergo certified First Aid training appropriate to their roles. This includes compliance with the Health and Safety Authority (HSA) standards for FAR, ensuring that staff can competently address medical emergencies and stabilise individuals until professional help arrives. Refresher training will be scheduled in line with HSA guidelines.
- **Shared Organisational Responsibility.**  
While designated first aiders carry lead responsibility, the culture of safety at DISC is collective. All staff are expected to support emergency response procedures and contribute to a safe environment. Designated First Aid Officers

will be scheduled and clearly identified during all programme activities, in both academic and administrative settings.

- **Integration of First Aid Procedures into Institutional Practice.**  
First Aid protocols are not treated in isolation but are embedded into the broader operational framework of DISC. These procedures are documented in internal manuals and reviewed regularly as part of health and safety audits. They form part of mandatory staff induction and are also addressed during student orientation to build awareness among the wider community.
- **Clear Communication and Emergency Preparedness.**  
DISC is committed to transparent and proactive communication regarding emergency procedures. First Aid roles, contacts, and instructions are visibly posted across campus locations. Regular drills and training sessions ensure that emergency response plans are practiced and understood by both staff and students, as required by Irish workplace safety regulations.

## Section Five: Roles and Responsibilities

### Management Responsibilities

7. Effective First Aid provision relies on strong leadership and a proactive approach to health and safety. The management team at DISC holds overall responsibility for ensuring that the organisation complies with national First Aid legislation and maintains a safe and prepared learning environment for all students and staff. Key responsibilities include:
  - Ensuring full compliance with national First Aid legislation.
  - Appointing and maintaining an adequate number of trained First Aid Responders.
  - Providing funding and time release for staff to undertake certified First Aid training.
  - Maintaining First Aid equipment and supplies across all relevant areas of the premises.
  - Conducting regular reviews and audits of First Aid provision to ensure adequacy and effectiveness.

### Staff Responsibilities

8. All staff members play a vital role in supporting a safe environment and are expected to act responsibly in the event of an incident. Staff responsibilities are as follows:
  - Complete and maintain valid First Aid Response (FAR) certification, accredited by PHECC (Pre-Hospital Emergency Care Council).
  - Familiarise themselves with the location of First Aid kits and Automated External Defibrillators (AEDs) on site.

9. In the event of an incident, staff are required to:
- Provide assistance within the limits of their training.
  - Report and record the incident promptly and accurately.
  - Seek external emergency assistance (e.g., calling emergency services) if necessary.

### **Learner Responsibilities**

10. Learners are expected to take an active role in maintaining a safe and responsive environment for themselves and others. The learner responsibilities are as follows:
- Report any medical emergencies or injuries to a member of staff immediately.
  - Comply with all health and safety procedures communicated during orientation and throughout the academic year.
  - Inform DISC, via the Student Experience Officer, of any medical conditions that may require special consideration (this will be treated confidentially).

## **Section Six: First Aid Provision at DISC**

11. The following provisions are in place to ensure the safety and well-being of students, staff, and visitors on site.

### **Training**

- All DISC staff are trained in First Aid Response (FAR) to meet the minimum standard required under Irish legislation.
- FAR certification is valid for two years; renewal is coordinated by DISC's Health & Safety Officer.
- Additional training is offered where relevant, including:
- Use of Automated External Defibrillators (AEDs).
- Anaphylaxis recognition and emergency response.

### **First Aid Kits**

12. First Aid kits are available in key locations across the centre:
- Main office
  - Staff room
  - Staff kitchen
  - Management office
  - All kits comply with the General Application Regulations and contain essential supplies (e.g., bandages, antiseptics, disposable gloves).
  - A designated member of the Student Experience Team checks and restocks the

kits on a monthly basis.

## AED Devices

13. One Automated External Defibrillator (AED) is installed in the centre and is located in the staff kitchen.
14. Seven staff members are currently trained in AED use, including:
  - 4 members of the Teaching Staff
  - 1 member of the Student Experience Team
  - 2 members of the Management Team

## Section Seven: Responding to Incidents

### Procedure

15. DISC maintains a clear and structured protocol for responding to accidents, injuries, or medical emergencies on campus. This procedure is designed to protect the health and safety of all individuals on the premises while ensuring compliance with Irish legal obligations and best practice in further and higher education.

### Incident Response Procedure

- **Ensure the Scene is Safe.**  
Immediately assess the area for any potential hazards to the injured person, responders, or others nearby. Only approach if it is safe to do so. Take measures to contain or mitigate risks where appropriate (e.g. isolating equipment, clearing obstructions).
- **Alert a Trained First Aider and Emergency Services if Required.**  
Contact one of DISC's designated First Aiders without delay. In the case of a serious or life-threatening incident, dial 999 or 112 to summon emergency services. Ensure that someone is assigned to meet responders and direct them to the scene.
- **Administer First Aid Based on Training Level.**  
First Aid should only be administered by trained personnel in accordance with the PHECC approved FAR protocols. Do not attempt procedures beyond your certified level of competence.
- **Document the Incident Promptly and Accurately.**  
Complete the DISC Incident Report Form, detailing the nature of the incident, persons involved, time, date, location, actions taken, and any witnesses. This documentation must be completed as soon as possible after the event and submitted to the Health and Safety Officer.
- **Inform the Health and Safety Officer.**  
All incidents, regardless of severity, must be reported to DISC's designated

Health and Safety Officer. This ensures that appropriate follow-up actions, recordkeeping, and compliance reviews are carried out.

- **Provide Follow-Up and Support.**  
The learner or staff member involved should receive appropriate follow-up, which may include arranging further medical support, referrals, counselling, or adjustments to learning or work arrangements. This supports recovery and ensures duty of care is maintained.

### Notifiable Incidents

16. Under the Safety, Health and Welfare at Work (Reporting of Accidents and Dangerous Occurrences) Regulations 2016, certain serious incidents are legally reportable to the HSA. These include:
  - Any accident at work causing death or serious injury
  - Incidents requiring hospitalisation for more than 24 hours
  - Dangerous occurrences (e.g. electrical faults, chemical spills, structural collapses)
17. DISC's Health and Safety Officer is responsible for assessing reportability and submitting the appropriate documentation to the HSA using the prescribed forms and timelines. This ensures legal compliance and contributes to national monitoring of workplace safety.

## Section Eight: Communication and Awareness

18. DISC recognises that timely access to First Aid depends not only on trained personnel and equipment, but also on clear and consistent communication. In line with the Safety, Health and Welfare at Work Act 2005 and HSA guidance on information provision in the workplace, DISC ensures that all learners, staff, and visitors are informed of First Aid arrangements through multiple channels.
  - **Integration into Student Orientation and Staff Induction.**  
All learners are introduced to DISC's First Aid procedures during their on-site induction. This includes a tour of emergency equipment locations, instructions on how to access help in the event of an incident, and guidance on when and how to seek assistance.  
Similarly, First Aid protocols are a core component of the staff induction process. All new staff are briefed on the location of First Aid kits, who the certified First Aiders are, and how to activate the emergency response system.
  - **Emergency Signage and Posters.**  
Emergency procedure posters are prominently displayed in classrooms, offices, hallways, and communal areas. These posters include:
    - Basic First Aid guidance (e.g. DRSABC principles)
    - Contact numbers for First Aiders and emergency services (999/112)
    - Location of First Aid kits and AED (defibrillator), if available.

- **Visibility of Certified First Aiders.**  
A current list of certified First Aiders, including names, roles, and contact information, is posted at key locations across campus, including near First Aid stations, at reception, and in staff rooms. This ensures that assistance can be quickly and confidently sought during any incident.
- **Digital Access to First Aid Information.**  
Where possible, First Aid procedures and emergency contacts are also made available on DISC's intranet or Virtual Learning Environment (VLE) for ease of access by both staff and learners.
- **Ongoing Awareness and Refresher Activities.**  
DISC promotes continuous awareness through periodic safety drills, health and safety updates, and visual reminders. These efforts reinforce preparedness and ensure that all campus users are confident in their ability to respond appropriately to incidents.

## Section Nine: Confidentiality and Data Protection

19. All medical incidents are handled with strict confidentiality. Any data collected is stored securely in compliance with the General Data Protection Regulation (GDPR) and DISC's Data Protection Policy.

## Section 10: Monitoring and Review

20. This policy is reviewed annually or in response to:
  - Legislative updates
  - Changes to QQI guidelines
  - Significant health and safety incidents
  - Feedback from staff and learners
21. The Central Management Team (CMT) is responsible for coordinating the review process and recommending improvements.

## Section Eleven: Associated Policies and Documents

- Health and Safety Policy
- Emergency Response Procedures
- Safeguarding Policy
- Risk Management Policy
- Staff Handbook
- QQI QA Manual (Core Guidelines and Programme Validation Manual)



- DISC Staff Induction Checklist
- Incident Report Form

## Document Control

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| <b>Policy applies to</b> |             |                                                                                                                       |                |
| <b>Related documents</b> |             | Safety, Health and Welfare at Work Act 2005; QQI Core QA Guidelines (2016);<br>General Application Regulations (2007) |                |
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