

FIRST AID LOCATIONS

IN REF -	IN 19/19	DATE OF ISSUE -	03 rd April 2019
----------	----------	-----------------	-----------------------------

Originator - (Role)	Head of Fire and Airfield Operations	Issued By - (Role)	Operations, Developments & Safety Assistant
---------------------	--------------------------------------	--------------------	---------------------------------------------

Following a review of the first aid and automated external defibrillator (AED) provision, all staff are reminded that First Aid bags and AEDs are at various locations across the site. This is to reduce the time taken to get emergency medical equipment on scene.

The main terminal building has 12 clearly marked Emergency Help Stations containing an AED, blanket, first aid bag and screen. These are located at:

- Check in Hall (extension tent)
- Check in Hall (adjacent to staff channel)
- Central Search
- Adjacent to Gate 8
- First floor Castle Rock (rear corridor)
- Opposite Gate 14
- Top of the pier escalator (Evac Point C)
- Opposite Gate 18 (Evac Point F)
- Adjacent to Gate 1
- Baggage Reclaim hall
- Immigration Hall
- Arrivals (outside the 'quiet room')

If First Aid assistance is required in the Terminal, Colleagues should ALWAYS request assistance via the emergency number (internal 3333 ext. 01332 818555) providing as much information as possible. However, we would advise all Colleagues to familiarise themselves with their nearest Emergency help station.

In addition, there is a first aid bag, blanket and AED in the Central 1 Gatehouse, Meet and Greet Car Park office and Building 34, additionally there are fully stocked first aid bags located in the ATC Base Building, Escape Lounge, Auto Service Centre and Control Room.

Further medical equipment is carried by the Rescue and Fire Fighting Service (RFFS) for emergency response. The use of AEDs is covered in first aid training provided by the RFFS, attendance can be booked through line managers by email at firstaidtraining@eastmidlandsairport.com However, the Resuscitation Council (UK) statement on training states:

"While it is highly desirable that those who may be called upon to use an AED should be trained in their use, and keep their skills up to date, circumstances can dictate that no trained operator (or a trained operator whose certificate of training has expired) is present at the site of an emergency. Under these circumstances no inhibitions should be placed on any person willing to use an AED.

*It is the view of the Resuscitation Council (UK) that the use of AEDs **should NOT be restricted to trained personnel.**"*
<https://www.resus.org.uk/defibrillators/training-required-to-use-an-aed/>

The RFFS will carry out a weekly inspection of all locations and replenish equipment as required except for Building 34, Auto Service Centre and the Control Room who have an allocated responsible person completing regular checks of their first aid kits. The responsible person will contact RFFS for supplies as required.

It is normal process to treat a casualty at the scene of the incident, this reduces the risk of causing further injury by moving them, means that they and their family or group remain together with their possessions and reduces further stress. If privacy is required medical screens are provided at all of the Emergency Help Stations.

In order to support this rapid treatment at the scene process, the Landside First Aid room in the arrivals area will now be considered a 'quiet room' and will no longer have medical supplies held within. This room will be used as quiet room or 'holding room' to treat the casualty in a private manner, but any first aider wishing to treat a casualty in this facility will be expected to take the first aid bag used in the initial response with them and return it to its correct location afterwards. All first aid bags contain an accident/incident report which must be completed after all incidents and passed to a Line Manager who will complete any additional investigation sections. The information should then be entered onto RIVO and/or the report form deposited into one secure drop boxes located in the following areas:

Security Podium

Meet and Greet office

ATC base tower

Passenger services airside office

MT

Airfield Ops Office

It is recommended that any self-sourced first aid kits are removed from service. If user sections elect to retain them, it will be the sole responsibility of that section to check and replenish them as they will not be included in this provision.