Zoology Department First Aid Protocol

- If you need First Aid contact reception on 36600
- Reception will contact the nearest First Aider who will attend and assess the casualty
- They may ask for other First Aiders to attend if necessary
- If minor the casualty will be treated where they are and an accident report will be completed
- If the casualty requires more time consuming treatment or they wish for privacy we can offer them the First Aid room on the First floor.
- We must be led by the casualty - if they do not want what we offer/advise we must not force them. In this case we document on an accident report that treatment was offered and refused.
- If the casualty is transferred to the First Aid room it’s the responsibility of the responding FA to;
  - Monitor the casualty should they wish to rest
  - Not allow the casualty to spend a long spell in the First Aid room alone.
- The casualty can request a chaperone so they are not alone with the First Aider. This can be anyone.
- Should the condition of the casualty deteriorate and the First Aid team deem it necessary then an ambulance should be called on 999
- When calling an ambulance Security should also be notified on 01223 331818.
- A member of staff should wait outside the dept. to meet and and escort the ambulance team to the casualty
- Once the casualty has left an accident report should be filled out and sent OH&S

Covid Symptoms/ First Aid

- If you display symptoms of COVID-19, or if a member of your household or other close contact displays symptoms of COVID-19, please follow advice about self-isolating. **Do not come to the Department.**
- If you are an individual who is clinically vulnerable to COVID-19 you should continue to work from home.
- If you display symptoms of COVID-19 while on Department premises and you are well enough to return home, notify your manager/PI immediately and access the NHS Covid 111 service [https://111.nhs.uk/covid-19/](https://111.nhs.uk/covid-19/)
- If you are unable to return home immediately, contact reception on 01223 336600, stay in an isolated room or go to the designated COVID isolation room (First Floor Seminar Room) in the Main Building until the necessary arrangements can be made.
- Latest University advice - [https://www.cam.ac.uk/coronavirus/general-staff-advice/health-and-wellbeing#health](https://www.cam.ac.uk/coronavirus/general-staff-advice/health-and-wellbeing#health)

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