



INJURY / INCIDENT / ILLNESS RESPONSE PROCEDURE

This procedure outlines how injuries and incidents involving RCSI staff, contractors, students and others are reported and investigated.

DEFINITIONS

- **Injury** – is defined as an undesired event that has given rise to injury, ill health or fatality,
- **Incident** - an event that had the potential to lead to an injury or damage, loss occurred to property,
- **Illness** – any illness arising from your work activities. **If you have been diagnosed with COVID-19 Coronavirus, please inform your RCSI Supervisor and / safety@rcsi.ie as soon as possible.**
- **Near-Miss** – are those occurrences which could have resulted in an injury or an incident but no injury or material damage was experienced.
- **Dangerous Occurrence** – An unplanned event in the workplace which must be reported to the Health and Safety Authority (HSA), as defined in Safety, Health and Welfare at Work (Reporting of Accidents and Dangerous Occurrences) Regulations 2016.

INFORMATION

- 'First Responders' are the first persons you call for help in the event of an injury / incident.
- First Responders are fully trained in First Aid Response and will liaise with the Emergency Services when applicable.
- For SSG campus & Reservoir House, Sandyford, the RCSI Security Team are the First Responders.
- The Estate & Support Services team in Smurfit Building, Beaumont are the First Responders.
- For injuries / incidents that occur in GEM Building, Connolly and Rotunda, the trained First Aiders in these buildings are the First Responders. Check local notice boards for First Aider details.
- Supplies required in first aid boxes listed in table on next page.
- First Responders Contact Numbers – save number(s) in your phone now:

SSG Campus	Sandyford	Beaumont	Connolly	Rotunda
01 402 2219	01 402 8679	01 809 3700	01 646 5438	01 402 2540

- Once injured party is looked after / incident under control, the [Injury/Incident Report form](#) is to be completed by either the injured party or Line Manager/Lecturer.
- Please forward the report to safety@rcsi.ie, who will review and will follow up with request for further information / help put controls in place to prevent the injury / incident from happening again.
- The Health & Safety Office will report the injury / incident to the HSA if:
 - Inured person if off work due to the injury for more than 3 consecutive days
 - Incident relates to those listed in [Safety, Health and Welfare at Work \(Reporting of Accidents and Dangerous Occurrences\) Regulations 2016](#).
- All reports and supporting documentation shall be kept confidentially on file in the Health & Safety Office for no less than 10 years.

REMOTE WORKING

It is advisable not to work outside a designated workspace in your home or accommodation. This space should be kept in a safe condition, free from hazards to both the employee and the equipment. Should the employee sustain any injuries in their designated workspace and in conjunction with their regular work duties, notify your line manager as soon as possible. RCSI will not be responsible for any injuries to the employee or any third parties outside of the designated workspace or during the employee's non-working time. The policy on Remote Working can be found [here](#).



PROCEDURE



FIRST AID RESPONSE DURING COVID-19 PANDEMIC

RCSI recognise that first aid remains a crucial skill even as the country deals with the COVID-19 pandemic. Advice for first aiders is below so that you can continue to keep those you care for and yourself safe.

1. Be aware of the risks to yourself and others

When approaching a casualty there is always a risk of cross contamination, especially when you may have to get close to the casualty to assess what is wrong or to check their breathing. It is always important to be aware of the risks of how this cross contamination has occurred:

- transfer of the virus to the mucous membranes by contact of contaminated hands (including contaminated gloved hands) with the eyes, nose or mouth.

2. Keep yourself safe

In line with government advice, make sure you wash your hands or use an alcohol gel, before and after treating a casualty also ensure that you don't cough or sneeze over a casualty when you are treating them. **Compression only CPR is advised.** Don't lose sight of other cross contamination that could occur that isn't related to COVID-19.

- Wear gloves or cover hands when dealing with open wounds
- Cover cuts and grazes on your hands with waterproof dressing
- Dispose of all waste safely
- Do not touch a wound with your bare hand
- Do not touch any part of a dressing that will come in contact with a wound.

3. Give early treatment

The vast majority of incidents do not involve you getting close to a casualty where you would come into contact with cough droplets. Sensible precautions will ensure you are able to treat a casualty effectively.

4. Keep yourself informed and updated

As this is a new disease this is an ever changing situation and the government and HSE are continually updating their advice. Make sure that you regularly review <https://www2.hse.ie/coronavirus> or www.gov.ie website which has a specific section on Coronavirus.

FIRST AID BOX

The table below shows the HSA's recommended contents of standard first aid boxes and travel kits.

Materials		First Aid Box Contents		
		1 – 10 persons	11 – 25 persons	26-50 persons*1
Adhesive Plasters	20	20	20	40
Sterile Eye Pads (No. 16) (bandage attached)	2	2	2	4
Individually Wrapped Triangular Bandages	2	2	6	6
Safety Pins	6	6	6	6
Individually Wrapped Sterile Unmedicated Wound Dressings	1	2	2	4



RCSI

Medium (No. 8) (10 x 8cm's)				
Individually Wrapped Sterile Unmedicated Wound Dressings Large (No. 9) (13 x 9cm's)	1	2	6	8
Individually Wrapped Sterile Unmedicated Wound Dressings Extra Large (No. 3) (28 x 17.5cm's)	1	2	3	4
Individually Wrapped Disinfectant Wipes	10	10	20	40
Paramedic Shears	1	1	1	1
Examination Gloves Pairs	3	5	10	10
Sterile water where there is no clear running water*2	2x20mls	1x500mls	2x500mls	2x500mls
Pocket Face Mask	1	1	1	1
Water Based Burns Dressing Small (10x10cm's)*3	1	1	1	1
Water Based Burns Dressing Large*3	1	1	1	1
Crepe Bandage (7cm)	1	1	2	3

NOTES

*1: Where more than 50 persons are employed, pro-rata provision should be made.

*2: Where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline (0.9%) in sealed disposable containers should be provided. Each container should hold at least 20ml and should be discarded once the seal is broken. Eye bath/eye cups/refillable containers should not be used for eye irrigation due to risk of cross infection. The container should be CE marked.

*3: Where mains tap water is not readily available for cooling burnt area.