



INJURY / INCIDENT / ILLNESS RESPONSE PROCEDURE

This procedure outlines how injuries, illnesses and incidents involving RCSI staff, contractors, students and others are managed, 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 (incl COVID-19 Virus) arising from your work activities.
- **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 where applicable.
- For SSG campus & Reservoir House, Sandyford and Connolly the RCSI Security Team are the First Responders.
- The Estate & Support Services team in Smurfit Building, Beaumont is the First Responders.
- For injuries / incidents that occur in 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 within 24 hours.
- Once the report is received, the Health & Safety Office 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 your 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



SUPPORT TO STAFF PROVIDED BY RCSI FOLLOWING AN INJURY

RCSI Security / Estates & Support Services (Beaumont) personnel should be called immediately if medical support is required following an injury. They are all trained first aid responders and will provide the initial first aid support before any other medical support is required.

RCSI First Aid Responder will then (if required):

- Escort you to Mercer Medical to attend a GP. Wheelchair is available if needed (SSG Campus only)
- Call an ambulance for you to attend A&E
- Call a taxi for you to attend A&E or to bring your home.

Please note:

- Cost of all the above will be covered by RCSI.
- There may be trained Basic First Aiders in your Department – check out local notice boards.
- If you work in Beaumont Smurfit Building or in GEM Connolly, on each landline phone, there is a red button which directly links you to the cardiac arrest support service
- If physiotherapy treatment is required following an injury, RCSI via [The Physio Company](#), will provide up to six sessions of physiotherapy treatment free of charge

FIRST AID BOX CONTENTS

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 Medium (No. 8) (10 x 8cm's)	1	2	2	4
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



RCSI

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 people 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.