

## **University First Aid Arrangements for students**

### **Emergency First Aid**

If you become seriously unwell at University, we will contact a first aider and/or call the emergency services.

If you have a long-term medical condition which requires specific actions to be followed in an emergency (including the administration of specific medication), it's a good idea to wear a medical alert bracelet or necklace that informs University colleagues and emergency services of this.

Wearing a medical alert bracelet will inform first aiders and emergency services about your condition, and what medication you require. Medical alert bracelets or necklaces are pieces of jewellery engraved with your medical condition and an emergency contact number. They are available from a number of retailers. Ask your GP if there's one they recommend, or go to the [MedicAlert](https://www.medic-alert.co.uk/) website.

If you have any concerns about the University's first aid arrangements, please contact Disability Learning Support (0203 506 8800, [dls@westminster.ac.uk](mailto:dls@westminster.ac.uk)).

### **Emergencies during office hours**

In the event of an emergency during office hours while on one of the University Campuses, staff or students should call extension 5555 from a landline telephone or 0207 911 5000 Ext 5555 from a mobile. The operators are trained to take all of the information required and contact a First Aider/emergency service(s).

For first aid at University Halls of Residence, the out of office hours process (see below) should be followed.

### **Emergencies outside of office hours**

In the case of an emergency out of office hours, colleagues or students should contact the University Receptions, most of which are staffed 24 hours a day. However, if the emergency service(s) is needed urgently and Reception cannot be contacted, colleagues or students should call 999 and contact Reception immediately afterwards.

### **First Aid Rooms**

The University has several first aid rooms. These rooms act as a rest room for those colleagues or students feeling unwell and may also be used as required by new or expectant mothers. The rooms have a bed, sharps box and sink and most of them also have a

telephone. These rooms are kept locked. Please go to the University Reception to get the key – you will need to sign it out and return it.

Building	Room number
309 Regent Street	G07
115 New Cavendish St	CG50
35 Marylebone Rd	MG35
Little Titchfield Street	3.30

Harrow campus:

Building	Room number
E Block	EG06
J Block	JG22