



FIRST AID POLICY

Prishtinë, 2024

1. Purpose

The purpose of this Policy is to ensure the provision of effective, safe, and timely first aid for all students and staff at UNI - International Universum College. It also aligns with the College's commitment to mental health and well-being by connecting first aid provision with resources available through the **Health Care Center (HCC)**, ensuring comprehensive support for the College community.

2. Legal and Policy Framework

This Policy is informed by:

- **Law No. 03/L-198 on Safety and Health at Work (Official Gazette of Republic of Kosovo)**
- **Law No. 04/L-092 on Mental Health (Official Gazette of Republic of Kosovo)**
- **Law No. 05/L-021 on Protection from Discrimination (Official Gazette of Republic of Kosovo)**
- **Universum College Health Support Center and First Aid Policy (2022)**
- **International best practices for first aid in higher education institutions (WHO guidelines, European Health and Safety standards)**

3. Scope

This Policy applies to:

- **All students and staff**
- **Visitors to UNI - International Universum College premises**
- **All campus facilities and activities, including classrooms, laboratories, sports facilities, and off-campus events organized by UNI**

4. Policy Statement

UNI - Universum International College is committed to:

1. Ensuring qualified first aid personnel are available on campus at all times.
2. Providing adequate first aid equipment, facilities, and HCC resources for both physical and mental health support.
3. Integrating first aid with mental health support services accessible through the HCC.
4. Maintaining clear procedures for incident reporting, follow-up, and review.
5. Regularly reviewing first aid procedures to reflect best practice and evolving health needs.

5. Roles and Responsibilities

Wellbeing Office & Health Care Center (HCC)

- Acts as the central point for coordinating first aid and mental health support for students and staff.
- Maintains first aid kits and emergency equipment across campus.
- Ensures staff and student first aiders maintain valid certifications.
- Provides guidance, mental health support, and referrals through the HCC for incidents involving emotional or psychological distress.

Designated First Aiders

- Deliver immediate physical or psychological first aid.
- Escalate serious cases to medical professionals or HCC staff as appropriate.
- Keep accurate incident records in coordination with HCC and the Wellbeing Office.

The Designated First Aiders will be trained by the Ministry of Security of Kosovo that will collaborate on emergency response training.

Students and Staff

- Report incidents promptly and follow instructions provided by first aiders or HCC personnel.
- Familiarize themselves with the location of first aid stations and HCC services.

6. First Aid Provision

- **First Aid Stations:** Accessible across campus and marked clearly.
- **First Aid Kits:** Regularly checked and stocked.
- **Trained Personnel:** First aiders and HCC staff available according to campus size and risk assessments.
- **Mental Health Support:** HCC staff available to respond to emotional crises and provide psychological first aid.
- **Emergency Response:** Serious incidents referred immediately to local medical services (112) or HCC for appropriate care.

7. Incident Reporting

- All incidents must be recorded in the **First Aid & Health Support Register**, maintained by the Wellbeing Office and HCC.
- Records include date, time, location, nature of incident, treatment provided, and follow-up actions.
- Serious incidents are escalated to the Rector and relevant authorities if legally required.

8. Training and Awareness

- All first aiders and HCC personnel complete accredited training and maintain certification.
- Students and staff receive awareness sessions on first aid procedures, HCC resources, and mental health support.
- Orientation materials highlight the location and services of first aid stations and the HCC.

9. Monitoring and Review

- The Wellbeing Office and HCC review first aid records and mental health incident trends annually.
- Annual reports are submitted to the Academic Council for continuous improvement.
- Policy and procedures updated as required to maintain compliance with legal frameworks and best practices.

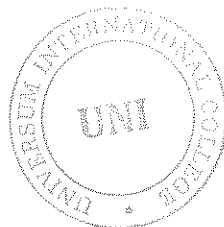
10. Approval and Implementation

This Policy is approved by the **Vice President for Academic Affairs & Dean** and the **Vice President of Operations and HR** and entered into force in 2023, reviewed in March 2024. It complements the **Health Support Center and First Aid Policy** ensuring comprehensive access to physical and mental health resources for the UNI - International Universum College community.



Prof. Dr. Isabel Salvat

Vice President for Academic Affairs a& Dean





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Vice President for Operations and HR