



## ISE First Aid Policy

At ISE great care is taken to guarantee a safe environment for everyone: students, staff and visitors. All staff are therefore expected to be collaborative and to use their skills and knowledge in the event of a first aid emergency.

All staff must be aware of the following:

1. Emergency services (Police, Fire Brigade, Ambulance) dial 999. If in doubt always ask for an ambulance.
2. Local hospital = Royal Sussex County Hospital, Eastern Road, Brighton BN2 5BE  
tel: 01273 696955 (remember to dial 9 for an outside line)
3. 24 hour pharmacy (Boots North Street Brighton, Tel: 01273 207461)
4. Brighton Station Health Centre, Aspect House, 84-87 Queens Road, Brighton, BN1 3XE, tel: 01273 203058
5. Location of nearest First Aid kit: reception, accommodation office (top floor) or café
6. First Aiders and Appointed Persons are: Afsaneh Bahkshae; Francesco D'Argento; Alfonso Sanchez and Deborah Velandia.

Appointed Persons are responsible for:

1. Taking charge when someone is injured or becomes ill.
2. Ensuring that an ambulance or a doctor is called when required.
3. Looking after the first aid kits.

First Aiders are responsible for:

1. Giving immediate help.
2. Ensuring that an ambulance or a doctor is called when required.

First Aiders must complete a training course approved by the HSE and Refresher training is required every three years.

Reporting accidents and records keeping

Every accident or incident needs to be reported in a specific book kept in reception.

How to report an accident

Reports must contain:

1. The date, time and place of the event.
2. Details of the people involved.
3. A brief description of the event and any treatment given.



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4. What happened immediately afterwards (eg. went to the hospital, went home...).

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