



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, staff room and Director's Office
6. First Aiders and Appointed Persons are named in Student Handbook.

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

Revised April 2019 (Oliver Eke and Hazel Parker)