



## **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: Lawrence Eke, Elliot Eke, Chris Edge..

**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 + any treatment given.
4. What happened immediately afterwards (eg. went to the hospital, went home,...).





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