



# **First Aid Policy**

**April 2025**

**ISCA Global Summer Programme**

**06/07/25 – 27/07/25**

**Cranleigh School**

Horseshoe Lane

Cranleigh

Surrey

GU6 8QQ



## **Introduction**

This document sets out the policy to be followed for the provision of first aid on an ISCA summer programme. It also gives general guidance to staff for the provision of first aid to injured parties and to staff in control when we travel off campus. This policy ensures that there is always an adequate provision of appropriate first aid and that where individuals have been injured, there are suitable processes in place to provide remedial treatment.

ISCA recognises its legal obligations in the provision of first aid and will comply with all legislative and regulatory requirements.

This policy applies to all ISCA employees.

## **Legislation**

The Health & Safety at Work, etc, Act 1974

The Management of Health and Safety at Work Regulations (MHSWR) 1999

Health and Safety (First Aid) Regulations 1981 (L74 - 3rd Edition 2013)

## **Resources**

The **ISCA Medical Officer** is the first point of call when there is a medical emergency. They can look after the patient, assess the injury and decide whether or not the patient needs further treatment at the local surgery, at the local minor injuries unit, or whether to call out for an ambulance.

Many of the **ISCA Staff** are First Aid trained and can assist with casualties at the scene, if necessary.



**First Aid Kits.** There is no regulatory list of items to be included in a first aid kit, as this is dependent on the activities being undertaken and the number of students or staff at risk. However, as a minimum, the following should be included in all ISCA First Aid kits:

- A leaflet giving general guidance on first aid
- Individually wrapped sterile plasters (assorted sizes)
- Sterile eye pads
- Individually wrapped triangular bandages
- Safety pins
- Large sterile individually wrapped un-medicated wound dressings
- Medium-sized, sterile, individually wrapped, un-medicated wound dressings
- Disposable gloves

**Off-Campus Visits.** First Aid Kits are to be taken on each coach when we go off campus. Four ISCA Staff members will take the First Aid Kits when they are on tour.

**Replenishment of First Aid Kit Items.** The ISCA Medical Officer is responsible for ensuring first aid kits are kept replenished, but ISCA staff are expected to advise the ISCA Medical Officer when items have been used, so that they can be replenished quickly.

**Defibrillators.** Defibrillators can be used by anyone, and training is not required. Each defibrillator contains instructions on use and provide audible instructions. Note that they are designed in a way that makes it impossible to deliver a shock to a casualty if it is not required. Defibrillators are located as follows:

- Trevor Abbot Sports Centre
- The Medical Centre
- Cranleigh Prep School Reception
- Outside the Senior School Catering



Defibrillator locations whilst touring off campus are given in the ISCA Risk Assessment for each place we visit.

## **First Aid Actions**

The following first aid procedures are to be adopted when dealing with casualties:

### **Serious / Life-Threatening Injuries**

All Casualties. When injuries to any casualty on campus are life threatening e.g. cardiac arrest, spinal injuries, severe haemorrhage or when injuries are such that they cannot be treated on site, AN AMBULANCE IS TO BE CALLED IN THE FIRST INSTANCE BY DIALLING 999. ISCA Staff who are First Aid trained should then be contacted to assist with the casualty and coordinate the arrival of the ambulance crew and direct them to the casualty.

*Note:*

- *Casualties with suspected serious fractures or back or neck injuries must not be moved unless ambulance or other suitably qualified medical personnel are present. For the patient's safety, they must NOT be moved on the instructions of ANY bystander.*
- *If the casualty is unconscious or their airway is at risk, they should be placed in the recovery position regardless of suspected spinal injury.*

### **Significant Injuries**

Students. For students who have suffered a significant injury, adults in charge should contact a qualified ISCA Staff first aider for assistance in the first instance.

Staff or Visitors. For staff or visitors who have suffered significant injuries, suitable transport arrangements should be made to transfer the casualty to the nearest (NHS) treatment facility.



## Minor Injuries

Students. Adults in charge of an injured student should seek the assistance of a qualified ISCA Staff first aider to assess and / or treat the casualty. If further treatment or assessment is required, adults in charge should whenever possible accompany those with minor injuries to the ISCA Medical Officer for treatment / assessment.

Staff and Visitors. Minor injuries to staff or visitors should be treated by a qualified first aider.

### **Local Minor Injuries Unit**

Haslemere Hospital  
Church Lane  
Haslemere  
GU27 2BJ  
Telephone: 01483 956 524

### **Local A&E Department**

Royal Surrey County Hospital  
Egerton Road  
Guildford  
GU2 7XX  
Telephone: 01483 571 122

### **Local GP Practice**

Cranleigh Medical Practice  
18 High Street  
Cranleigh  
GU6 8AE  
Telephone: 01483 273 951

### **Call 999 or 111**

## **Security of Drugs**

### Boarding Houses

It is the responsibility of the ISCA Medical Officer to ensure that medical drugs are stored safely in a locked cabinet or fridge at all times. It may be either a combination lock or a lock key cabinet. If it is a combination cabinet, then only the ISCA Medical Officer, the Head of House and the ISCA Managing Director are to know the combination and the cabinet is not to be opened when any other staff or students are present. If the cabinet is



secured by a key, then only the above named have keys and these keys are to be retained by each individual and not stored in a 'convenient' place (e.g. top drawer of desk, on top of the cabinet, behind a book, etc.) Security of drugs is absolutely paramount.

## **Reporting Accidents**

Reporting Accidents / Injuries. All accidents must be reported using the Accident Record Form below. It is the responsibility of the adult in charge of a student who has suffered an injury to submit the form. ISCA Staff can find these forms with the ISCA Medical Officer, who will oversee the completion of the form. The ISCA Medical Officer will also have an incident book to record all accidents and treatments administered.



**ACCIDENT RECORD**

**About the patient who had the incident**

Name.....

School.....Date of Birth.....

**About you, the person filling in this record**

Name.....

ISCA Staff

International Chaperone

**Accident Details**

Date..... Time.....

Place.....

**Description of Accident and Causes**

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Patient treated by.....

Position.....

Treatment administered.....

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Parents informed? Yes  No  How? .....

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Signed.....Dated.....