

First Aid Procedures at Russell Lower School

September 2026 - September 2027

Accidents or Medicine during lesson time:

If any child hurts themselves during lessons an adult or two children will bring the child to the office. Staff in the office will deal with the child and complete the paperwork needed and liaise with teaching staff. They will ensure the child is safely returned to their class. If it is not safe or possible to move a child/casualty, an emergency red card should be used to summon support by sending 2 children to the office. DO NOT ATTEMPT TO LIFT/CARRY A CHILD.

Accidents at lunch time/playtimes:

If a child hurts themselves at lunchtime/playtime they should find an adult. The first adult to see the child should assess the injury and decide if a member of staff with a First Aid certificate needs to see the child. **In an emergency, assistance should be summoned immediately by sending 2 children to the office with a Red Card.**

This should guide the decision:

1. Does the child have a HEAD injury of ANY KIND – even apparently minor? TAKE the child to a First Aider or ensure two children take them – use your judgement. If a child seems at all dazed, wobbly or losing blood you must take them yourself.
2. Does the child have an injury which results in blood, loss of a tooth, being unable to move a part of their body or anything else which is seriously distressing the child or worrying you? TAKE the child to a First Aider or ensure two children take them – use your judgement. If a child seems at all dazed, wobbly or losing blood you must take them yourself.
3. Does the child have only slight grazes or 'dirty' patches on their skin where it is clear they are not very injured and just need 'TLC' and water. **On these occasions you can use the portable first aid kits but ask if they have hurt anywhere else and whether they have bumped their head at all.** These types of injury do not need a 'bump note'. Again, if they have bumped their head at all refer to a First Aider. If a child needs a plaster or has a significant injury, a bump note should be completed and returned to the office.
4. **IF IN DOUBT – ASK A FIRST AIDER**
5. Whoever 'treats' the child is responsible for completing the 'injury form' and leaving it in the office. They should also **check the medical list for any allergies/known medical conditions**
6. If you feel a child needs monitoring, the person dealing with the child MUST inform the class teacher before they leave. This allows the teacher to monitor the child for the rest of the school day/afternoon.
7. Office Staff will inform staff and parents of the injury using Medical Tracker
8. Sarah B is responsible for management of 'AssessNet Task Manager'

Commonly asked First Aid questions:

- Q - Who signs first aid forms? A – the person who deals with the child, regardless of whether they are a first aider or not.

- Q – If it is a large cut/bump will the small ice packs be sufficient? A – No, you may need to use some larger ones. These are kept in the main medical room. Come to the office if you feel a child needs one of these.
- Q – When is a medical note needed? A – if there is a significant visible mark (not just a minor scratch, graze or bump), broken skin (and blood loss) or a bump to the head (of any sort).

First Aiders in School	First Aiders at Lunchtime	First Aiders at Club
Martin Clarke (First Aid at Work) Colette Davies (First Aid at Work) Sarah Bremner Stephanie Coates Sue Mallett Alaine Clark Alison Line Faye Doohan Natasha Curran Sam Sen Bethan Blakely Denise Sowery Sharon Titmus Sarah Hay Tatyana Dobson Chrissy Boxall Laura Clark Nicky Taylor Kristina Smith	Sue Mallett Sharon Titmus Sarah Hay Tatyana Dobson Chrissy Boxall Kristina Smith	Sue Mallett Alison Line Sharon Titmus Sarah Hay Tatyana Dobson
First Aid Kits in School	Medical Lists	
The Office Foundation Stage Classroom After School Club Office Portable Kits/Bum Bags	On the wall in the Medical Room wall. On reverse of the red emergency cards in each classroom. Emailed to staff at the beginning of each term.	

Defibrillator:

A defibrillator is kept in the cupboard under the sink in the medical room. This can be used by anyone in the event of a suspected heart-attack but an ambulance must also be called.

Epi-pens:

All Epi-pens are stored, clearly marked with the child's name, in the School Office Medical Room.

Kitt Medical emergency epi pens located by toilets in Reception in large emergency white/orange box

Full Training must be completed for Allergy awareness- please see Allergy policy

Asthma:

In most cases the child will ask for their inhaler. Staff should sit the child down whilst the child administers their medication if possible. Inhalers are kept in the classrooms in the fuchsia box. If a member of staff has any concerns at all they should send for a first aider immediately. In an emergency situation, use the red card to summon support by sending 2 children to the office with it.

In an emergency:

1. Use the red card system to summon support (send 2 children to the office with it)
2. Make sure the child is as comfortable as possible and get other staff to move other children away from the incident
3. Never leave the child unattended by an adult
4. Ensure SB or KA have been asked to contact emergency services. If this is not possible within a few minutes, ensure the child has an adult with them and nominate another adult to make the call.
5. Stay with the child until emergency services arrive

Contacting Parents:

If parents need to be contacted, emergency contact numbers are in G2. This is accessible by teachers, office staff and SLT. Usually office staff will be responsible for calling an ambulance or other emergency service. However, do not delay making a call to the emergency services. If you cannot find anyone, make the call yourself. Emergency contacts for children attending the 'Before and After School Club' are held by club staff, in the register in the Main Hall.

The Headteacher must be kept fully informed of any serious accidents or incidents.