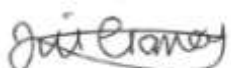




First Aid Policy

Policy Created	July 2023
Policy Updated	September 2024
Next review	September 2025
Shared with Governors	November 2024
Signature of Chair of Governors Matt Dunkin	Signature of Headteacher Jill Cromeey 

Policy Changes

Date	Actions
July 2023	New policy
September 2024	Updating of staff names for appointed persons, Updated list of first aiders and amendment of forms to use Lancashire proformas. Quotes from Lancashire guidance (p5) Updated locations of first aid kits Updated section on RIDDOR
December 2024	New reporting formats added Change of location of defibrillator and persons completing checks updated Updated list of contents for first aid kits

Health and Safety Leader

Date	Leader
September 2023	Jill Cromey
September 2024	Jill Cromey

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Mission Statement

At Stubbins Primary School, we strive to create a supportive and inclusive environment where learners are encouraged to explore their passions; develop their talents; and achieve their full potential.

Through effective learning experiences, we foster a life-long love of learning, empowering learners to become critical thinkers, problem solvers and compassionate individuals.

By providing a strong foundation of knowledge, skills and values, we are dedicated to preparing our learners for success in an ever-evolving world. Together, as a vibrant community of learners, we nurture, grow and flourish.

1. Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, pupils and visitors
- Ensure that staff and governors are aware of their responsibilities with regards to health and safety
- Provide a framework for responding to an incident and recording and reporting the outcomes

2. Legislation and guidance

This policy is based on the [Statutory Framework for the Early Years Foundation Stage](#), advice from the Department for Education on [first aid in schools](#), [health and safety in schools](#) and [actions for schools during the coronavirus outbreak](#), and the following legislation:

- [The Health and Safety \(First Aid\) Regulations 1981](#), which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept
- [Social Security \(Claims and Payments\) Regulations 1979](#), which set out rules on the retention of accident records
- [The Education \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

3. Roles and responsibilities

3.1 Appointed person(s) and first aiders

The school's appointed persons are Jill Cromey and Louise Stafford. They are responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Ensuring that an ambulance or other professional medical help is summoned when appropriate

First aiders are trained and qualified to carry out the role (see section 7) and are responsible for:

- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
- Sending pupils home to recover, where necessary
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident (see appendix)
- Keeping their contact details up to date

Our school's first aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

3.2 The Governing Body

The Governing Body has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the Headteacher and staff members.

3.4 The Headteacher

The Head is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of trained first aiders are present in the school at all times
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Ensuring all staff are aware of first aid procedures
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place
- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Ensuring that adequate space is available for catering to the medical needs of pupils
- Reporting specified incidents to the HSE when necessary (see section 6)

3.5 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing accident reports for all incidents they attend to or are witness too
- Informing the Headteacher of any specific health conditions or first aid needs

4. First aid procedures

4.1 In-school procedures

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment. It is important to note

as per Lancashire's directive that only qualified first aiders should administer first aid even to minor injuries such as cuts and grazes.

- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives
- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- If the first aider judges that a pupil is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents.
- If emergency services are called, the school office will contact parents immediately
- The first aider, first responder and any witnesses will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

All staff within the EYFS hold a paediatric first aid qualification (or have a course booked to complete it). In addition to this there are over 50% of staff who have paediatric first aid across the school. There is at least one first aider in each area of the school. (EYFS/ Year 1 and 2/ Year 3 and 4/ Year 5 and 6)

The safe disposal of clinical waste is the responsible of the first aider. Any waste will be disposed of in an approved 'yellow bag' and within designated clinical waste bins. Disposal will be in accordance with HSE guidance – Cleaning up bodily waste <https://www.hse.gov.uk/pubns/guidance/oce23.pdf>

4.2 Risk assessment

Risk assessments are in place across the school for all aspects and activities related to Health and Safety as per:

- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training

4.3 Off-site procedures

When taking pupils off the school premises, staff will ensure they always have the following:

- A school mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Parents' contact details

Risk assessments will be completed by the member of staff leading the trip prior to any educational visit that necessitates taking pupils off school premises. These are uploaded to the EVOLVE system as per Lancashire best practice.

There will always be at least 1 first aider with a current pediatric first aid (PFA) certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage. This is replicated in all year groups as part of best practice.

5. First aid equipment

A typical first aid kit in our school will include the following:

- Conforming bandage
- Shears/ scissors
- Eye pad dressing
- Triangular bandages

- Adhesive tape
- Disposable gloves
- Wipes
- Dressings
- Plasters
- Burns dressings*
- Cold compress/ ice pack*
- Foil blanket*

No medication is kept in first aid kits.

- Found in first aid kits by main office

First aid kits are stored in:

- The cupboard by the KS2 playground door and main hall (Grab bags for playgrounds)
- Main Office (emergency evacuation kit)
- School kitchen (managed by Lancs Catering)
- Site manager room (managed by agency)
- First aid cupboard by main entrance (full kit and travelling bags)
- Each classroom will also hold a basic first aid kit
- The staffroom and The Acorn Room also store ice packs. There are also instant ice packs in the first aid cupboard if necessary. Some classrooms also have a supply of these based on individual risk assessments.

The school has a defibrillator. This is located in the first aid cupboard by the main entrance and in the lower corridor next to the playground door. The batteries are checked regularly and a poster located next to the station indicates the expiration of pads and batteries date checks. The checks are carried out and recorded by Louise Stafford or a member of SLT.

6. Record-keeping and reporting

6.1 First aid and accident forms

- All injuries are recorded using the Lancashire recording forms. Hard copies of these are available from the first aid cupboard in the entrance hall. Completed copies are stored in the main office.
- Where pupils suffer a head injury, a first aider will call the parent to inform and give the option of checking their child. A head injury form will be completed, recording the time the parent was informed.
- Where a child is sent home due to an injury, which may result in a medical treatment being sought, an accident form will be completed by the first aider and any relevant responders or witnesses on the same day or as soon as possible after an incident resulting in an injury. Accident forms are available on the portal and in the health and safety cupboard.
- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form. It is the responsibility of the first aider to complete the necessary forms following treatment. Where an injury is likely to be reportable, the first aider must inform the headteacher or senior leader as soon as possible after the incident.
- Records held in the first aid and accident file will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of

- Analysis of all incidents is carried out at least termly in order to identify trends and any possible courses of action by LS
- For any individuals, where additional support is required, a Pupil based risk assessment will be carried out, together with a Health Care Plan and PEEP where deemed necessary.

6.2 Reporting to the HSE

The first aider will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The HT/DHT will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

School staff: reportable injuries, diseases or dangerous occurrences

These include:

- Death
- Specified injuries, which are:
 - Fractures, other than to fingers, thumbs and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight
 - Any crush injury to the head or torso causing damage to the brain or internal organs
 - Serious burns (including scalding) which:
 - Covers more than 10% of the whole body's total surface area; or
 - Causes significant damage to the eyes, respiratory system or other vital organs
 - Any scalping requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
 - Any other injury arising from working in an enclosed space which leads to hypothermia or heat
 - Induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the HT/DHT will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident
- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
 - Carpal tunnel syndrome
 - Severe cramp of the hand or forearm
 - Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
 - Hand-arm vibration syndrome
 - Occupational asthma, e.g from wood dust
 - Tendonitis or tenosynovitis of the hand or forearm
 - Any occupational cancer
 - Any disease attributed to an occupational exposure to a biological agent

Near-miss events that do not result in an injury, but could have done.

Examples of near-miss events relevant to schools include, but are not limited to:

- The collapse or failure of load-bearing parts of lifts and lifting equipment

- The accidental release of a biological agent likely to cause severe human illness
- The accidental release or escape of any substance that may cause a serious injury or damage to health
- An electrical short circuit or overload causing a fire or explosion

Pupils and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences

These include:

- Death of a person that arose from, or was in connection with, a work activity*
- An injury that arose from, or was in connection with, a work activity* and the person is taken directly from the scene of the accident to hospital for treatment *

An accident “arises out of” or is “connected with a work activity” if it was caused by:

- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
- The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
- The condition of the premises (e.g. poorly maintained or slippery floors)
- Information on how to make a RIDDOR report is available here:
- How to make a RIDDOR report, HSE <http://www.hse.gov.uk/riddor/report.htm>

6.3 Notifying parents

The first aider will inform parents of any significant accident or injury or head injury sustained by a pupil, and any first aid treatment given at the time of the incident. Where an injury is minor such as a scrape, graze, minor bump, parents will be informed by the classteacher (either in person or by ClassDojo).

6.4 Reporting to Ofsted and child protection agencies

The Headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school’s care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The Headteacher will also notify Lancashire’s Safeguarding Children Board of any serious accident or injury to, or the death of, a pupil while in the school’s care.

7. Training

All school staff can undertake first aid training if they want to.

All first aiders must have completed a training course, and must hold a valid certificate of competence to show this. The school will keep a register of all trained first aiders, what training they have received and when this is valid until.

All staff within the EYFS hold a paediatric first aid qualification. In addition to this there are at least 2 staff members within each unit across school with pediatric first aid as well as a number of staff who work across the school.

8. Monitoring arrangements

Analysis of all incidents is carried out at least termly in order to identify trends and any possible courses of action.

This policy will be reviewed by the Headteacher annually. At every review, the policy will be approved by the governing board.

9. Links with other policies

This first aid policy is linked to the

- Health and safety policy
- Policy on supporting pupils with medical conditions

APPENDICES

1. LIST OF FIRST AIDERS
2. HEAD INJURY FORM
3. LANCASHIRE ACCIDENT FORM
4. WITNESS STATEMENT FORM
5. HEAD INJURY SYMPTOM LETTER
6. MINOR INJURY FORM

APPENDIX 1 – FIRST AIDERS

Year group	Staff	Role	Qualification	Provider	Completed	expiry
Rec	Victoria Doscocz	AHT	Paediatric First Aid	Albany Training	October 2024	October 2027
Rec	Angela Leach	TA2B	Paediatric First Aid	AW Safety	May 2024	May 2027
Year 1	Alison McNulty	Class teacher	Paediatric First Aid	AW Safety	May 2024	May 2027
Year 2	Andrew Robinson	Class teacher	Paediatric First Aid	AW Safety	May 2024	May 2027
Year 2	Louise Stafford	TA2B	Paediatric First Aid	AW Safety	May 2024	May 2027
Year 3	Michael Murtaugh	Class teacher	Paediatric First Aid	AW Safety	May 2024	May 2027
Year 4	Kay Barrett	Class teacher	Paediatric First Aid	Highfield	March 2023	March 2026
Year 4	Emma Truslove	TA2B	Paediatric First Aid	AW Safety	May 2024	May 2027
Year 5	Caroline Salmon	Class teacher	Paediatric First Aid	AW Safety	May 2024	May 2027
Year 5	Sarah Wilsher	TA2B	Paediatric First Aid			
NA	Julie Wilson	TA3 Pastoral	Paediatric First Aid	AW Safety	May 2024	May 2027
NA	Jessica Worrall	Lunchtime Supervisor	Paediatric First Aid		November 2024	November 2027
Rec	Angela Leach	TA2B	Emergency First Aid at Work	Staffordshire First Aid Training	February 2023	February 2026
Year 1	Alison McNulty	Class teacher	Emergency First Aid at Work	Staffordshire First Aid Training	February 2023	February 2026
Year 2	Andrew Robinson	Class teacher	Emergency First Aid at Work	Staffordshire First Aid Training	February 2023	February 2026
Year 3	Michael Murtaugh	Class teacher	Emergency First Aid at Work	Staffordshire First Aid Training	February 2023	February 2026

Year 4	Emma Truslove	TA2B	Emergency First Aid at Work	Staffordshire First Aid Training	February 2023	February 2026
Year 5	Caroline Salmon	Class teacher	Emergency First Aid at Work	Staffordshire First Aid Training	February 2023	February 2026
NA	Julie Wilson	TA3 Pastoral	Emergency First Aid at Work	Staffordshire First Aid Training	February 2023	February 2026

APPENDIX 2 – HEAD INJURY FORM

Pupil **HEAD INJURY** form

ALL PARTS TO BE COMPLETED BY FIRST AIDER

Injured person	Class
Accident date	Time
Accident location (class/upper yard/hall etc)	Footwear
If outdoor – weather conditions	
Description of incident	
Details of injury	
Details of first aid treatment given	
Next Steps (e.g. monitor in class; sent home)	
Witness	Name of first aider
Time parent/guardian was informed	Method of communication
Parents Signature if taking early	Signature of first aider
Has the accident been investigated in line with first aid policy ? Yes/ No	
Has the accident been investigated in line with behaviour policy? Yes/ No (appropriate paperwork completed)	
Does a risk assessment require updating? Yes/ No	

ALL HEAD INJURIES MUST HAVE A HEAD INJURY LETTER SENT HOME

APPENDIX 3 – ACCIDENT/INCIDENT REPORTING FORM (Electronic versions available on portal under health and safety)

Lancashire County Council Accident / Incident / Near Miss Report Form



Employee number (<i>employees only</i>): 	
A1 Reporting establishment Establishment number (<i>Schools only</i>) Name of establishment where accident occurred: 	A2 Injured person's service (<i>employees only</i>) <div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"> <input type="checkbox"/> Schools <input type="checkbox"/> Adult Care and Provider Services <input type="checkbox"/> Adult Community Social Care <input type="checkbox"/> Children's Social Care <input type="checkbox"/> Communications <input type="checkbox"/> Devolution & Lancashire Plan <input type="checkbox"/> Digital <input type="checkbox"/> Education, Culture and Skills <input type="checkbox"/> Environment & Planning <input type="checkbox"/> Finance <input type="checkbox"/> Growth & Regeneration </div> <div style="width: 50%;"> <input type="checkbox"/> Highways and Transport <input type="checkbox"/> Law and Governance <input type="checkbox"/> Organisational Development & Change <input type="checkbox"/> People <input type="checkbox"/> Policy, Commissioning and Children's Health <input type="checkbox"/> Public Health & Wellbeing <input type="checkbox"/> Quality, Improvement and Principal SW <input type="checkbox"/> Strategic & Integrated Commissioning <input type="checkbox"/> Strategy and Performance </div> </div>
B1 Details of injured person Name: *Date of birth: **Gender: Male <input type="checkbox"/> Female <input type="checkbox"/> Non-binary <input type="checkbox"/> Prefer not to say <input type="checkbox"/> Contact no: Usual place of work (if applicable): Home address: Postcode: <small>*Required for under 18-year-olds only/**Applicable to employees only</small>	B2 Designation of injured person LCC Employee, specify job title: Team Name: If a school employee are you a: Teacher <input type="checkbox"/> or Teaching Assistant (TA) <input type="checkbox"/> If neither of the above, are you a: Visitor <input type="checkbox"/> Contractor <input type="checkbox"/> Pupil <input type="checkbox"/> Service User <input type="checkbox"/> Volunteer/School Governor/Agency Worker/Councillor <input type="checkbox"/> Other? (please specify here):
C Was the accident/incident (<i>employees only</i>) <input type="checkbox"/> At work or <input type="checkbox"/> Not at work Other Comments: 	D Where and when did the accident/incident occur? Exact location: Date: Time (24 hr clock eg 13:45):
E1 Site of main injury <div style="display: flex; flex-wrap: wrap;"> <div style="width: 33%;"> <input type="checkbox"/> No injury </div> <div style="width: 33%;"> <input type="checkbox"/> Eye (right) <input type="checkbox"/> Eye (left) <input type="checkbox"/> Face <input type="checkbox"/> Finger(s) <input type="checkbox"/> Foot (right) <input type="checkbox"/> Foot (left) <input type="checkbox"/> Hand (right) <input type="checkbox"/> Hand (left) <input type="checkbox"/> Head </div> <div style="width: 33%;"> <input type="checkbox"/> Leg (right) <input type="checkbox"/> Leg (left) <input type="checkbox"/> Neck <input type="checkbox"/> Shoulder (right) <input type="checkbox"/> Shoulder (left) <input type="checkbox"/> Toe(s) <input type="checkbox"/> Torso <input type="checkbox"/> Wrist (right) <input type="checkbox"/> Wrist (left) </div> </div>	E2 Nature of main injury <div style="display: flex; flex-wrap: wrap;"> <div style="width: 33%;"> <input type="checkbox"/> Not Applicable <input type="checkbox"/> Amputation <input type="checkbox"/> Asphyxia/poisoning/gas <input type="checkbox"/> Bruising/crushing <input type="checkbox"/> Burn/scald <input type="checkbox"/> Concussion <input type="checkbox"/> Dislocation </div> <div style="width: 33%;"> <input type="checkbox"/> Electrical <input type="checkbox"/> Fatality <input type="checkbox"/> Fracture <input type="checkbox"/> Full body vibration <input type="checkbox"/> Graze <input type="checkbox"/> HAVs (hand arm vibration) </div> <div style="width: 33%;"> <input type="checkbox"/> Laceration <input type="checkbox"/> Medical condition <input type="checkbox"/> Noise induced hearing loss <input type="checkbox"/> Puncture <input type="checkbox"/> Strain/sprain <input type="checkbox"/> Whiplash </div> </div>

1. Injured Person

☐ Employee ☐ Public ☐ Agency ☐ Contractor ☐ Volunteer ☐ Service User ☐ Pupil

Forename: _____

Surname: _____

Address: _____

Age: _____

Postcode: _____

Contact No: _____

Occupation: _____

2. Accident/Incident Details

☐ Accident

☐ Incident (e.g. Violence & Aggression)

☐ Near Miss

☐ Cyber Abuse

Date: _____

Time: _____

Location (inc. address & postcode): _____

Description of accident/incident (please continue on separate sheet if needed): _____

Was the employee engaged in work at the time of the accident/incident?

☐ Yes

☐ No

Has the injured person been off or unable to do their normal work for more than 7 days, including weekends, as a result of the accident/incident?

☐ Yes

☐ No

Dates of absence: from: _____

to: _____

or still absent?

☐ Yes

☐ No

3. Injury Details

Nature of the injury (e.g. fracture, sprain, cut etc...): _____

Part of the body (Indicate L or R where necessary): _____

First aid given by (inc post): _____

First aid treatment given (i.e. compress, plaster): _____

Was the injured person taken to hospital from the scene?

☐ Yes

☐ No

Were they detained: ☐ Yes ☐ No

If yes, how long for, in days? _____

4. Witnesses (if needed, ask witness(es) to complete a Witness Statement Form)

Name: _____

Name: _____

Address: _____

Address: _____

Contact No: _____

Contact No: _____

5. Report Details

Accident reported to (i.e. Manager, supervisor, 1st Aider (inc name)): _____

Contact details of person reported to (dept & tel no): _____

Accident reported by (if different from section 1, inc post): _____

Reported on (date): _____

Time: _____

Signed by injured person: _____

For social care only CQC informed:

☐ Yes ☐ No

Date: _____

Name of Trade Union Safety Representative informed and date: - _____

6. Signature of Manager/Supervisor/Responsible Person

Signed: _____

Print: _____

Date: _____

This page is CONFIDENTIAL to the Department and to the Health Safety and Wellbeing team (HSWT)

7. Accident Investigation (to be completed by manager/supervisor/responsible person)

Carried out by:

Position/occupation:

Contact No:

How did the accident/incident happen, and what has been done to prevent reoccurrence?

Does the risk assessment require updating? Do you need to provide additional information instruction or training to the member of staff?

☐ Yes☐ No

If Yes, what additional control measures are needed / recommended?

In cases of violence/aggression/threats or cyber abuse, has action been taken to support the individual / prevent a reoccurrence?

☐ Yes☐ No

If Yes, detail what action has been taken:

Signed:

Date:

Please forward this form and any attachments to the Health, Safety and Wellbeing Team**8. For Internal HSWT use only**

Accident Code: Department Division Sub dept Category

Reported to the HSE:

☐ Yes☐ No

If Yes, report reference no:

Reported by: Officer

Date:

Date.

Comments:

Signed by HSWP:

Date:

Date.

Witness Statement Form			
Accident/Incident Reference (if applicable)			
Name and contact details of person investigating the accident			
Witness Contact Details			
Name of Witness (please print)			
Age if under 18			
Occupation			
Address			
Telephone No			
Mobile No			
Email			
Witness Statement (please include as much detail as possible)			
Date and Time of Accident/Incident			
Location of Accident/Incident			
<p>This statement (consisting of ____ pages, each signed by me) is true and accurate to the best of my knowledge and belief, and I make it knowing it may be used in evidence.</p>			
Signature		Date	



Head Injury Letter

<u>Child's Name</u>	<u>Date of Injury</u>	<u>Time of Injury</u>
---------------------	-----------------------	-----------------------

Today your child has bumped their head. We have taken what we consider to be the appropriate first aid measures and did not feel that the injury warranted further action at this time however they have been monitored throughout the day.

All head injuries have the potential to be life-threatening and symptoms may develop at a later time. Please look out for the following signs and symptoms.


- Possible brief loss of consciousness
- Dizziness and nausea
- Headache
- Brief loss of memory
- Blurred vision
- Drowsiness
- Unequal pupil sizes
- Slow, strong pulse
- Weakness or paralysis down one side of the body
- Noisy breathing
- Associated wound
- Tenderness and pain
- Depression/ deformity of the skull
- Bruising and swelling at the site of the injury
- Presence of fluid (CSF) from ears and nose.


If any of these symptoms are noticed/ you have any concerns or if you your child's condition deteriorates, please seek medical advice from your doctor or ring NHS direct on 111/ emergency help on 999.

APPENDIX 6 MINOR INJURY FORM

MINOR ACCIDENT AND INJURY FORM



FULL NAME OF CHILD:	YEAR GROUP:	DATE:
INJURY DETAILS:	WHAT HAPPENED	TIME:
CAUSE: WEATHER / SLIP/TRIP/FALL / STICKS / TREES / WITH ANOTHER CHILD		WHERE incident took place:
FIRST AID GIVEN: YES / NO	BLOW TO THE HEAD YES/ NO	Trim trail / Mushrooms / Equipment / Crates/Planks / Football / Climbing Frame /Slide / Inside / Toilets / Classroom
FIRST AIDER:	** IF YES – FILL OUT OTHER SHEET / PHONE CALL HOME / ICEPACK/ CHILD TO TAKE HOME LETTER TO PARENT **	PLACE BUMPED HEAD STICKER ON CHILDS SCHOOL UNIFORM
		

FULL NAME OF CHILD:	YEAR GROUP:	DATE:
INJURY DETAILS:	WHAT HAPPENED:	TIME:
CAUSE: WEATHER / SLIP/TRIP/FALL / STICKS / TREES / WITH ANOTHER CHILD		WHERE incident took place:
FIRST AID GIVEN: YES / NO	BLOW TO THE HEAD YES/ NO	Trim trail / Mushrooms / Equipment / Crates/Planks / Football / Climbing Frame /Slide / Inside / Toilets / Classroom
FIRST AIDER:	** IF YES – FILL OUT OTHER SHEET / PHONE CALL HOME / ICEPACK/ CHILD TO TAKE HOME LETTER TO PARENT **	PLACE BUMPED HEAD STICKER ON CHILDS SCHOOL UNIFORM
		

FULL NAME OF CHILD:	YEAR GROUP:	DATE:
INJURY DETAILS:	WHAT HAPPENED:	TIME:
CAUSE: WEATHER / SLIP/TRIP/FALL / STICKS / TREES / WITH ANOTHER CHILD		WHERE incident took place:
FIRST AID GIVEN: YES / NO	BLOW TO THE HEAD YES/ NO	Trim trail / Mushrooms / Equipment / Crates/Planks / Football / Climbing Frame /Slide / Inside / Toilets / Classroom
FIRST AIDER:	** IF YES – FILL OUT OTHER SHEET / PHONE CALL HOME / ICEPACK/ CHILD TO TAKE HOME LETTER TO PARENT **	PLACE BUMPED HEAD STICKER ON CHILDS SCHOOL UNIFORM
		