

Friday 10th March 2017

First Aid in school

Dear Parents & Carers,

I am writing to inform you of our procedure for First Aid within the school. Whenever your child visits welfare, you will be provided with a 'First Aid – Parent Home Report'. Below are the steps taken when an injury has been reported.

Minor Injuries & Head Bumps:

The first section of the 'First Aid – Parent Home Report' is for minor injuries. Injuries classed as minor are reports such as feeling sick, headaches, cuts or grazes, nose bleeds etc. The second section of the 'First Aid – Parent Home Report' is for head bumps.

The steps taken are as follows:

1. Initial report to welfare assistant
2. Welfare assessment of injury
3. Treatment of injury
4. A phone call to the parent/carer if it is necessary that the child is sent home
5. A text is sent to the parent/carer if necessary
6. A 'First Aid – Parent Home Report' is filled in and a copy given to the Class Teacher to send home at the end of the day
7. Copy of the 'First Aid – Parent Home Report' is also provided to the Admin Team for filing.

If an ambulance is required **this will be requested immediately** by welfare. The office will contact SLT and the parents/carers of the child to inform them of the situation straight away.

The welfare of our pupils is paramount and by following this procedure, we ensure that our pupils are looked after and the parents & carers are well informed.

Yours sincerely,



Verity Carter
Headteacher

