

Injuries and Illness at School: Logging and Communication for Primary Parents

Minor Injury/No action Required by parent/ Bumped Head with no mark and child feels well



Text to parent via Groupcall:

<name> received first aid at school for <detail of injury>. He/she is well and happy and able to continue at school.

Or

<name> bumped his/her head today. He/she does not have a mark and is able to continue at school. We will monitor them and ask that you do the same at home.



Give child a wristband and record on first aid sheet.

No medical help required but action is required by parent e.g. child is ill and needs to be picked up, a cut could not be properly cleaned in school or child has a bumped head with a mark and/or feels unwell.



Phone all parents and emergency contacts in order until you get someone. Messages can be left but don't delay phoning next contact in waiting for the first to call back.



In some cases it will be appropriate for the parent to decide whether to come or whether to wait until end of day or come immediately. Staff should use judgement. E.g. a cut with a little grit in it could be wait until end of day but parent should have the option to come immediately.



Record on first aid sheet.

If child is staying in school, give them a wristband.

Parent needs to come to collect child as they need medical help e.g. a deep cut or a suspected broken bone.



Phone all parents and emergency contacts in order until you get someone. Messages can be left but don't delay phoning next contact in waiting for the first to call back.



If no parent is reached, contact HT to make decision about whether to wait for parent//emergency contact to call back or whether to seek medical help.



If parent decides not to seek medical help, record on first aid sheet.

If parent takes child to receive medical help, log on First Contact.

Child needs urgent medical attention e.g. suspected broken bone and they should not be moved, loss of consciousness, seizure.



Phone 999 and request an ambulance. Follow operator's instructions. It is best to make this call from a mobile phone to be beside child and to keep school line open.



A second staff member should use a different phone to call all parents and emergency contacts in order until you get someone. But don't delay calling ambulance in an emergency.



Inform HT as soon as possible but don't delay calling ambulance and parents.



Log on First Contact.