

Principal
Miss. D. Givens
B.A.(Hons) Q.T.S



Burtens Way
Smith's Wood
Birmingham
B36 0SZ

Tel: 0121 779 8050

Monday 13th December 2021

First Aid

Dear Parents/Carers,

Following a review of our administration, recording and monitoring of first aid incidents in school we are making some changes to how we communicate with you relating to occasions when your child has required a medical assessment, or treatment from qualified first aiders in school.

Minor Accidents

From Wednesday 5th January 2022, for any minor accidents that occur in school, those contacts of children with parental responsibility will receive an e-mail detailing the full nature of the incident. This will include the child's name, the time of the incident and the date the incident was recorded. In addition, the content of the e-mail may also describe how the incident happened and provide a very brief outline about the nature of any injuries and how they were treated.

Please note that from Wednesday 5th January 2022 your child will no longer return home with a paper copy of a first aid report. All direct communication will be through e-mail in relation to minor incidents.

Head Injury Assessments or Genital Injuries

Owing to the potential severity of all head injuries, including the initial assessment of all head injuries, matched equally with genital injuries, we will continue to communicate by telephone with the priority contact and describe in detail the nature of the incident, but also ensure that those contacts of children with parental responsibility are in receipt of an e-mail that provides a full description of the incident. Furthermore, for all head injury assessment and head injuries we will attach NHS medical advice to the e-mail which further provides support for ongoing observations at home. Finally, for all genital injuries, except in a medical emergency, those contacts with parental responsibility will be contacted to arrive at school and conduct any assessments as a priority.

Injuries that require further medical attention by a GP or Hospital

Our communication policy at Smith's wood Primary Academy is to call the priority contact for any incident that requires further medical attention by a GP or hospital. In addition, we will always ensure that a medical first aid report is provided that details the full nature of the related incident.

A formal incident record will exist for all reported medical issues and incidents that require first aid at school.

Should you have any questions relating to the administration, recording or monitoring of first aid at Smith's Wood Primary Academy please do contact me directly at school.

Yours sincerely,

Mr N. Hobbis
Head of Personal Development, Behaviour and Attitudes

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