

APLEY WOOD PRIMARY ACADEMY

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Headteacher Mrs E Smith

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20th November 2024

Dear Parents and Carers

First aid reporting arrangements

As we have now transitioned fully into being a part of Reach2 Academy Trust, some of our polices and procedures have now aligned with the Trust policies.

As a result, there is a slight change to how we record First Aid procedures. All of our First Aid incidents are now logged electronically on our Management information system so paper first aid slips will not be sent home.

For any **significant injuries** parent will of course be notified by phone call.

For Head bumps, the procedure is as follows:

Head Injuries

High energy head injuries or those with any evidence of the following symptoms may indicate serious injury, and immediate medical advice should be sought.

- unconsciousness, or lack of full consciousness (i.e. difficulty keeping eyes open).
- confusion.
- irritability or altered behaviour (’easily distracted’, ‘not themselves’ ‘no concentration’, ‘no interest in things around them’)
- any problems with memory.
- persistent headache.
- blurred or double vision.
- vomiting.
- clear fluid coming from ears or nose.
- loss of balance.
- reading or writing problems.
- loss of power or sensation in any part of body, such as weakness or loss of feeling in an arm or leg.
- general weakness.
- seizure or fit.

NHS Direct provide full details of symptoms and treatment for minor head injuries.

Where pupils receive a head injury their parents/carers should be informed. This should be done immediately by telephone if symptoms described above occur. For **minor bumps** the parent **could** be informed via letter, bumped head note etc. At Apley, to inform you of a minor head bump, we will continue to give the children a red band to wear after a head bump so that all staff and parents will know there has been a minor head bump.

I appreciate that you are used to getting a lot of first aid forms from us, but this has now changed and you will not be getting first aid slips sent home. Please be assured that for anything significant, or if the staff have any concerns, you will of course, be informed by a phone call.

Thank you for your continued support.

Kind regards



Mrs Ellen Smith.
Headteacher