



Headteacher: Mrs N Kadwill  
Chairman of Governors: Mr. P Hodges

telephone 01268 755456 fax 01268 795604  
email [admin@jotmanshall.essex.sch.uk](mailto:admin@jotmanshall.essex.sch.uk)  
[www.jotmanshall.co.uk](http://www.jotmanshall.co.uk)

Monday 20th June 2016

Dear Parent/Carers

Recently Jotmans Hall Primary School has reviewed the First Aid procedures in relation to any injury sustained by a child during the school day. We are therefore writing to Parent and Carers to clarify the procedures in place to support any child who has an accident involving a physical injury at school.

If a minor injury occurs within the classroom, the child will be sent to the Office, for the First Aid trained staff to assess and treat their injury. Every injury will be entered into the School First Aid Log. If necessary children will be given a First Aid Injury Report slip relating to their injury:

- Head injury form
- General injury form

These forms are to advise Parents and Carers of the nature of the injury and what treatment has been administered.

These forms will give details about the time the injury occurred and how the injury was treated. If the First Aid staff deem it appropriate for Parent and Carers to be informed, a telephone call will be made to Parent/Carers. We recognise that there are incidents where an injury is sustained during school hours, however the consequences of the injury may not become apparent until several hours later e.g. in the case of bruising. Therefore we will endeavour to use our professional judgement to guide us, as to whether we contact Parent/Carers.

In the case of a major injury, the appropriate First Aid procedures will be followed and Parent/Carers will be contacted immediately.

During Lunchtimes, the First Aid MDAs will treat all injuries sustained by the children. They will follow the procedures as stated above, however the First Aid Injury Report slip will be given to the Class Teacher at the end of lunchtime. This will ensure that every Class Teacher will be aware of any injuries sustained during lunchtime and they can monitor how the child is during the afternoon session. The Class Teacher will give these First Aid Injury Report slips to the children at the end of the school day.

The Staff at Jotmans Hall Primary School are working hard to ensure that all children in the school are safe and any injury that occurs within the school day is treated in the appropriate manner.

Thank you for your support

Yours sincerely

Mrs PJC Lovett  
Assistant Headteacher

