

Wooden Hill Primary and Nursery School

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Headteacher

Mrs Joanna Lagares

17th December 2018

Dear Parents / Carers,

Accidents, Illnesses and Head Injuries

At Wooden Hill we pride ourselves on the care we provide for all of our children. All of the staff care very much about the children and will always go the extra mile to ensure that children are well looked after. This often goes beyond our statutory duties and is motivated by a commitment to ensuring that our children are safe, well and happy.

Unfortunately, accidents do happen in schools and children get hurt when they fall, bump and trip. The school has effective policies and procedures in place to manage these. This may be by administering first aid, offering comfort, seeking further help or monitoring the situation. All accidents are recorded and parents are informed with a form or slip sent home.

If your child has a head injury, we will always call you as you may wish to seek medical advice. If your child suffers, what appears to be a less serious bump to the head, we will **always** send home a slip and wherever possible teachers will try to inform parents at pick up. However, this is not always possible so when you check your child's book bag each day for any communication, please look out for these forms too. This form, whilst a little wordy, is filled with essential information about the signs and symptoms of a head injury. **These do not always develop immediately and can take up to 24 hours to develop.** If you receive this head injury note, please read it carefully and do not dismiss it because your child appears fine at the time. People who have suffered a head injury can deteriorate very quickly so it is important to know the signs to look out for.

Sometimes your child will have hurt themselves or has fallen ill and we feel they need medical advice or to go home. When this happens, we will call you as soon as that decision is made. It is not a decision that is taken lightly but we always put the child's needs first. Staff will always remain calm when they call and often these calls are brief, usually sharing the essential information only. Please be aware that if we make this call to you then we deem it to be urgent and it is important that your child is collected as soon as possible. We will of course always call the emergency services in the case of an emergency.

I have had a few conversations with parents about accidents and emergencies in general over this term which has prompted some thought. In light of these conversations, in classes the teachers will talk to the children in an age appropriate way about what to do in the case of an emergency. I would encourage you to do the same in your homes. Below are some ideas for discussion.

Would your child know how to make a phone call?

Can they unlock your phone? If not, show them how to make an emergency call from your locked phone.

Do they know the number to call for the emergency services?

Do they know their address?

What would they do if there is no phone / signal?

How would you all get out safely if there was a fire?

LEARNING, **Growing** & Achieving Together

I hope that this information is useful to you. As always, I would like to thank you for your continued support.

Yours sincerely

A handwritten signature in black ink, appearing to read 'J. Lagares', with a stylized flourish at the end.

Joanna Lagares
Headteacher