



Kirkby Church of England Primary School

"Building on a tradition of achievement and values in a caring environment"

Accident Report Slips and Bumped Head Notes:

In line with OFSTED Regulations, parents of EYFS [Nursery and Reception pupils] should sign the Accident Report Slip, which are sent home following a head injury.

School has a responsibility to inform parents/carers of the possible symptoms to be aware of following a bump to the head, which could indicate signs of Concussion or Head Injury. In view of this, we have re-introduced the Bumped Head Note that school used prior to adopting the KMBC Accident Report Book procedure. When the parent/carer are asked to sign the Accident Report slip, a Bumped Head Note should also be given, along with the top copy of the signed slip.

Nursery staff will have their own supply of Accident Report Books and Bumped Head Notes and will oversee the administration and liaise with the parent/carer on collecting the injured child.

Reception Class staff will hold the Accident Report Book in class and take it through to the Hall at the start of the lunch period. The member of staff covering the last session of the lunch duty in the Hall, will be responsible for returning the Accident Report Book to Reception Class, at the end of the lunch period. This will enable Reception Class staff to liaise with parents and get the slip signed and issue with the Bumped Head Note, when the child is collected.

Children in Years 1 to 6 who are sent home following a head injury, will also be given a copy of the Bumped Head Note along with a copy from the Accident Report Book. The member of staff who has administered the first aid will be responsible to ensure that the parent has been notified by telephone and informed that a copy of the Bumped Head Note and Accident Report Slip will be sent home with their child. Please ensure that parents are asked to read the symptoms of Concussion / Internal head injuries and to monitor their child for the next 48 hours for signs of injury. If they have concerns, they should have the child checked by a doctor immediately.

If a child is sent home due to a bump to the head / face, it would be good practice to get the parent/carer to sign the Accident Report Book on collecting their child from the Main Reception.

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