



Headteacher: Ms Donna Parker

www.ardleighstmarys.org.uk

27th September 2018

Dear Parents/Carers

School Procedure for Head Injuries

As you know, as a school we treat all head injuries as a serious matter. We review our policy on an annual basis and following our most recent review we have decided to trial a new procedure.

Currently we inform you of any head injury regardless of the seriousness of the incident. This may involve some parents receiving a number of phone calls during the course of one day. We have taken into consideration parental feedback around the communication of reporting these injuries and have decided to trial the following policy:-

- **If the injury is not deemed to be serious following checks by our first aiders you will receive a SMS message via ParentMail informing you of the incident and the circumstances around the injury. The school would monitor the child in the usual way and an accident form will be completed ready for your signature at the end of the day. Of course if you wish to contact the school then you can do so.**
- **If the injury is deemed to be serious following checks by our first aiders you will be phoned and the situation explained in detail and given the option to follow this up in person if you wish to do so.**

We would like to trial this up until Christmas 2018 when we will review the matter again and would appreciate any further parental feedback whilst this trial is in place.

If you have any queries or concerns then please do not hesitate to let us know.

Yours sincerely

Ms D Parker

Head Teacher

