**If a child is injured they must report to the <u>adult responsible for them</u>**

eg. Lunch duty staff, class teacher or teaching assistant

**If an adult is injured they must report to the office who will record it on CREST**

| | Teacher/TA responsibility | Office responsibility | Parents informed |
|---|---|---|---|
| *Significant* head bumps, bleeding, serious injuries | • **Assess** injury<br>• **Escort** child to the office<br>• **Handover** to KM/RH with explanation of injury | • **Treat** injury<br>• **Inform** parents<br>• **Inform** teacher | Office will inform via phone or comms depending on severity |
| Minor head bumps & minor injuries including all those resulting in a mark | • **Assess** injury<br>• **Treat** as required<br>➢ If an ice pack is required the child should sit quietly near the teacher/TA<br>• **Record** in accident book<br>• Give child a **wristband**<br>• **Inform** teacher if necessary<br>• Ensure ice packs are **returned** | None | Wristband |
| Light bumps, very minor injuries | • **Assess** injury<br>• Offer **reassurance**<br>• **Challenge** if they really need an ice pack<br>• Suggest rinsing with cold water in the bathroom | None | No need |

A head bump is classed as ***SIGNIFICANT*** if:

They have a **mark**, a **headache**, feel **sick/nauseous**, are **dizzy**, vision is **blurred** or if they **lost consciousness** at any point