



Navenby Church of England Primary School

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17th March 2025

Dear Parents/Carers,

First of all, thank you to those of you who completed the first aid questionnaire I sent out the other week. Your input into how we tackle this emotive subject as we move forward is appreciated, understanding things from a parent point of view but also from a school point of view. The facts and figures I presented to you in my original letter were quite startling and showed the level of care we are giving to your children whenever they have an accident or injury.

As with most things, the seriousness of the accident/injury can be subjective and when I looked at the data, many of the 'injuries' were 'minor' in terms of the first aid required (usually wet wipe or cold compress). Our current system of reporting every injury to parents/carers was starting to have an impact on workload and the welfare of our office staff and so I needed to review our processes.

The results from the questionnaire were overwhelming and so from Monday we will be adhering to the following (based on your comments):

- We will continue to report all head injuries (except superficial scratches/marks) to you via an email with attached Head Injury form through Arbor; staff will base their first aid for head injuries on what they see at the time. Please be mindful that the symptoms of head injuries can manifest at a later time and so all children once handed back to your care should be monitored for any late developing symptoms.
- All responses indicated that parents/carers were happy for staff to make judgements on whether first aid is required or not. We operate 'in loco parentis' and so will base our decisions on the injury, the circumstances and the age and maturity of the child.
- Aside from head injuries (including features of the head eg eye injuries), the following will also be reported to parents:
 - Injuries to joints/deformities
 - Deep cuts
 - Large area of bruising
 - Excessive bleeding
 - Anything, additional to the above, that we deem serious.
- Injuries which require no more than a wet wipe (to clean a shallow, small wound/graze) or a cold compress (to ease 'redness') will no longer be communicated to you.

Naturally we will continue to care for your child as we always have done and administer appropriate first aid when it is required.

Thank you again for your responses

Yours sincerely,

Mr C Elliott

