



First Aid for Head or Facial Injury Procedure

Date Agreed	Approved by	Review date
September 2024	Governing Body	September 2026

Windhill21 First Aid for Head or Facial Injury Procedure is in line with the quality and standards expected from The Ivy Learning Trust's Safeguarding Policy and will be monitored by The Governing Board. This policy is approved by the Governing Board. [Here is a link to Ivy Trust Learning First Aid and Welfare policy.](#)

Head or Facial Injury

Procedure:

Parental Notification: In the event of any facial or head injury, including bumps or impact to the head, parents or guardians must be contacted immediately to ensure prompt attention and appropriate care.

Incident Identification:

Any child involved in a facial or head injury, regardless of the severity, should be assessed immediately by staff for initial treatment.

- Parents or guardians must be contacted as soon as possible after the injury is identified, regardless of whether the child appears to be in immediate distress or not.
- The phone call should include details of the incident, including the nature of the injury, the child's condition, any first aid administered, and the next steps.

Documentation:

- All injuries and notifications to parents must be documented in the child's file, including the time and method of communication, and the response from the parent or guardian.

Follow-Up Care:

If the injury requires further medical attention, parents should be advised to seek medical care immediately or, if necessary, the child should be transported to a healthcare facility.

Responsibility:

- All staff members are responsible for promptly identifying and reporting facial or head injuries, ensuring proper care is given, and notifying parents according to this policy.