First Aid for Head or Facial Injury Procedure

Date Agreed	Approved by	Review date
September 2026	Governing Body	September 2028

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 notified to ensure prompt attention and appropriate care.

Incident Identification:

Initial Response & Assessment

- **First Aid Response:** Any child who sustains a head or facial injury - regardless of perceived severity - must be attended to immediately by a qualified first aider.
- **Staff Responsibility:** The staff member who administers the first aid is responsible for both recording the incident and managing parental communication.

Recording & Notification Steps

- **Minor Injuries:** For minor bumps, scrapes, or impacts where the child shows no signs of distress or serious symptoms:
    - Record the incident details on Arbor.
    - Send an notification email home to the parent/guardian as soon as possible.
- **Serious Injuries:** For significant impacts or injuries showing symptoms of distress, confusion, swelling, or worsening condition:
    - Record the incident details on Arbor.
    - Send a notification email home.
    - **Call the parent/guardian immediately** to report the details of the incident, the first aid administered, and any necessary next steps.

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.