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Head Teacher: Sarah Crouch



Dear parents / carers,

We have been reviewing our processes for recording and reporting first aid incidents within school to ensure we have these systems as accurate and timely as possible. To this end, this year we will be trialling the use of an electronic system called First Aid Forms to alert you to any first aid incidents your child has been involved in.

When your child receives first aid in school the first aider will complete their report on an app, including an overview of what happened and what first aid was given. The app always prompts the first aider to consider if there are signs and symptoms of shock or a head injury and the report will always show if either of these are suspected. Any information submitted is stored securely on the First Aid Forms system and will automatically be deleted when the pupil reaches 25 in line with GDPR recommendations.

At the end of the school day any incidents that day will be sent to you via the email address we have for you on our system and you will receive an email alert with the link to the electronic report on. You do not need to download any apps or software it will open on any web browser on any device. The email will come from a 'First Aid Forms' email address which you cannot reply to. If a head injury is suspected your child will still bring home the head injury form with signs and symptoms to look out for in the usual way. Examples of the email and report can be found below. The author of the report will be the first aider who treated your child and it will also show the time the incident was logged.

The system will automatically send the report to the parent / carer listed as 'parent 1' on the general info forms. Where we know that more than one parent / carer need to be notified for example if pupils spend time in 2 different households we have already amended the system so that both will be notified. If you wish for both parents / carers listed on the general info form to be sent these reports then please let me know and we will adjust the system accordingly.

The app will be being rolled out on Thursday 21<sup>st</sup> September. We hope that this system will give more detailed information on treatment your child has received in school in a more timely and direct manner. If you have any questions or feedback on how the system is working for you then please do not hesitate to get in touch.

Emma Stubbings  
Assistant Head  
[estubbings@granta.cambs.sch.uk](mailto:estubbings@granta.cambs.sch.uk) / Fitzebra on Class Dojo



Email:

## Incident report

Dear Sir/Madam,

This email is to inform you about first aid treatment or medication given to  
at Granta School. Please click on the link below for details.

[Click here](#)

Report which shows once you have clicked on the green box above:

### First aid forms

#### First aid report overview

02:57 pm, Wednesday 30th August 2023

Author: Emma Stubbings

Name

Location

Secondary corridor

What happened?

No injury received test log

Injury or illness

Abrasion/cut/graze

Any injury to the head?

No

Any signs of shock?

No

Description of treatment given

No treatment needed

Were Additional First Aiders or Emergency Services contacted?

No

What happened after?

Resumed normal activities

Is there anything else you would like to log?

No

