



Checking the First Aid Book- existing Injuries

Rickmansworth Park School

Staff must check the First Aid book daily for any children who are attending Dynamic Ducks that have had an accident during the school day.

The School have a collective first aid book for accidents that happen at break time or lunch time, which is located in the lockers. This book contains injuries that have occurred during break time or lunch time. It is Dynamic Ducks' responsibility to speak to the class teacher or TA.

If a head bump has occurred Staff will continually monitor the child throughout the session.

If the accident is severe, such as a head injury or facial injury, that requires further treatment at home or monitoring, then the child's name is highlighted on the register. This indicates to parents that a member of staff needs to speak to them. This is also a visual reminder for staff and allows staff to be aware that a particular child may need monitoring or activities may need adapting to suit their needs, to ensure Dynamic Ducks are inclusive. The member of staff who is reporting the existing injury notifies the Manager, who speaks to the child's parent upon collection, passing on any relevant information or advice.

This policy was adopted by: Dynamic Ducks Ltd	Date: March 2020
To be reviewed: March 2021	Signed: E Duck

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2017)