

FIRST AID/MEDICAL ATTENTION

PART A FIRST AIDER/PERSON RESPONDING TO REPORTED ILLNESS OR INJURY

DATE & TIME: 7/11/2018 10.15	NAME OF PERSON REQUIRING FIRST AID: FRED BLOGGS	TUTOR GROUP: 10FO
What has been reported? Fred tripped up by Don Trump (reported as deliberate) - leg hurting		
Apparent injury/illness: Graze on knee and bump on ankle		
Treatment given: Cleaned graze and given ice pack		
Is further action/medical advice needed?		yes/ no
send home/ambulance/ask parents or carers to seek medical advice		
Does this need to be referred for further investigation? yes /no		
If so, to whom? Tutor /Learning Leader/SLT/SBM		
Staff name: Corina Foster	Signed: Corina Foster	
PART B - RECEPTIONIST		
PARENTS/CARERS INFORMED BY: Spoke to mum and told her that the incident was being investigated and tutor is going to ring her later today Telephone /letter/in person	REFERRED TO: Mrs F - told her that mum is expecting call later once investigated Tutor /Learning Leader/SLT/not necessary	
Staff name: Lisa Hart	Signed: Lisa Hart	Date: 7 th Nov 2018