



First Aid Policy

Last reviewed: February 2026

To be reviewed: February 2027

Written by: SMT and Office

Ratified by the Governors on: March 2026

Important

On entering the school through the main lobby, the First Aid Room is located through the door directly ahead.

The First Aid Room is on the right.

It is clearly labelled.

1. Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, pupils and visitors.
- Ensure that staff and governors are aware of their responsibilities with regards to health and safety.
- Provide a framework for responding to an incident and recording and reporting the outcomes.

2. Legislation & Guidance

This policy is based on the Statutory Framework for the Early Years Foundation Stage, advice from the Department for Education on first aid in schools and health and safety in schools, and the following legislation:

- The Health and Safety (First Aid) Regulations 1981, which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
- The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept
- Social Security (Claims and Payments) Regulations 1979, which set out rules on the retention of accident records
- The School Premises (England) Regulations 2012, which require that suitable space is provided to cater for the medical and therapy needs of pupils

3. Roles and Responsibilities

3.1 The Local Authority and Governing Board

Leeds City Council has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's governing board.

The governing board delegates operational matters and day-to-day tasks to the headteacher and staff members.

3.2 The Headteacher

The headteacher is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of trained first aid personnel present in the school at all times.
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role.
- Ensuring all staff are aware of first aid procedures.
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place.
- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place.
- Ensuring that adequate space is available for catering to the medical needs of pupils.
- Reporting specified incidents to the HSE when necessary.

3.3 Staff

School staff are responsible for:

- Taking charge when someone is injured or becomes ill.
- Ensuring they follow the first aid procedures (see section 4).
- Ensuring they know who the qualified first aiders are, and when to ask for support.
- Completing Medical Tracker as soon as the first aid is complete, with the exception of breaktime and lunchtime, when it should be completed immediately after.
- Reporting any first aid incidents to the class teacher.
- Informing the headteacher, or their manager, of any specific health conditions or needs that would impact on their ability to undertake first aid tasks.

3.4 Appointed First Aiders

The school's appointed First Aiders are listed in Appendix 1 and their names will also be displayed prominently around the school. They are responsible for:

- Ensuring there is an adequate supply of medical materials in the first aid kits and replenishing the contents of these kits.
- Ensuring they follow the first aid procedures (see section 4).
- Acting as first responders to any support calls on the walkie talkie. They will assess the situation where there is an injured or ill person and provide immediate, and appropriate, treatment.
- Informing SLT and sending pupils home to recover, where necessary.
- Ensuring that an ambulance or other professional medical help is summoned, when appropriate.
- Completing Medical Tracker as soon as the first aid is complete, with the exception of breaktime and lunchtime, when it should be completed immediately after.
- Completing CF50 form on the same day, or as soon as is reasonably practicable after an incident, within 5 days.

4. First Aid Procedures

4.1 In-school Procedures

- Every member of lunchtime staff has their own first aid bag and each Key Stage should have at least one first aid bag. These must be taken out at breaktimes, lunchtimes and PE lessons.
- Any member of staff can attend a first aid situation, and the closest member of staff present will assess the seriousness of the injury. If appropriate, they will seek the assistance of a qualified first aider, who will then provide the required first aid treatment.
- In the event of an accident resulting in injury, the following information may be used as a guide:

Minor First Aid

Cuts/Grazes

Please wear gloves to avoid cross-contamination before wiping and cleaning the wounded area.

If the skin is broken, please only use a sterile wipe.

Apply a plaster, if needed. Always ask the child if they have plasters at home and familiarise yourself with children who are allergic to plasters. The office staff can assist you with this.

Minor Bumps

Reassure the child, it will hurt but they will be okay. Give them a little TLC and encourage them to give it a rub, run it off, enjoy the rest of their playtime, etc.

If there is a red mark and the skin is unbroken, use clean gauze and cold water to apply a cold compress.

Nosebleed

Sit the child down and pinch their nose, using tissues to stop the bleeding. If the bleeding is severe or persistent, please use a walkie talkie to radio for first aid support.

Lost Teeth

Put the tooth in an envelope. If the gum is bleeding, apply a clean gauze. If the bleeding is severe or persistent, sit the child down and get them a drink.

Sprains

Assess the child, if they can walk and there is no swelling, encourage them to continue playing and keep an eye from a distance to ensure they are moving normally.

Please do not send a child on their own to the office. If you are concerned or unsure, please use a walkie talkie to radio for first aid support.

Bumped Heads

The guidance is set out on Leeds for Learning but, in summary:

- If a child has a **minor head injury, with no visible mark and no swelling**, it is unnecessary to treat them as there is no visible trauma to treat.

You need to reassure the child and ensure they are happy to continue playing.

You still need to record this on Medical Tracker (no treatment needed), and inform the teacher at the end of lunchtime so they can continue monitoring.

- If a child has a **swollen, bruised bump or red mark on the head**, then the guidance states there is no other treatment necessary, other than reassurance and monitoring for signs and symptoms of a more serious head injury.

At Greenside, we would expect you to apply a clean gauze and cold water to make the child more comfortable. If the child then starts to feel unwell (e.g. feeling sick or dizzy), please bring them to the office.

You still need to record this on Medical Tracker, and inform the teacher at the end of lunchtime so they can continue monitoring.

Head injuries can be worrying but are also a normal part of childhood. The most important thing to remember is to "**reassure and monitor**". If you need further support, please speak to a qualified first aider.

Major First Aid

If a child is bleeding profusely, is unconscious or unable to move the injured part (e.g. an arm they cannot straighten or an ankle that looks abnormal, swollen or misshapen), ***please clearly radio "FIRST AID SUPPORT NEEDED" and your "LOCATION"***. All available first aiders to respond and office staff will come to you with a more substantial first aid kit.

- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on the scene until help arrives.
- The first aider will also decide whether the injured person should be moved or placed in a recovery position.

- If the first aider judges that a pupil is too unwell to remain in school, they will inform SLT and parents/carers will be contacted and asked to collect their child. Upon their arrival, the first aider will feedback the incident to parents/carers. We are not medically trained staff and we cannot give advice. We can only treat what we can see. If parents/carers are worried, they should seek further advice from a medical professional.
- If emergency services are called (Appendix 2), a member of SMT will contact parents/carers immediately.
- We have an AED in school which is located outside the First Aid Room. It is at child level so a sensible child can be asked to retrieve it; they cannot shock themselves. It will usually be a first aider who uses this but there are simple instructions (Appendix 3) and it is easy to use; anyone can use the AED if it is needed.
- The first aider will complete Medical Tracker as soon as the first aid is complete. Medical Tracker www.medicaltracker.co.uk can be accessed from any device in school with the internet (e.g. tablet, laptop, etc).
- If needed, they will also need to complete a CF50 or CF50a form (Appendix 4).

4.2 Off-site Procedures

When taking pupils off the school premises, staff will ensure they always have the following:

- A portable first aid kit.
- Information about the specific medical needs of pupils (and any medication).
- Parent/carers' contact details.
- An Ipad.

Off-site first aid incidents should be completed in line with in-school procedures (see section 4.1).

The first aider should still complete Medical Tracker as soon as the first aid is complete. Medical Tracker www.medicaltracker.co.uk can be accessed from the school tablet, providing it can connect to the internet. Please ask the educational visit provider for their Wi-Fi.

If internet access is not possible, please ensure Medical Tracker is completed as soon as you return to school.

Risk assessments will be completed by the Educational Visits Co-ordinator prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least one first aider with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

5. First Aid Equipment

First aid kits are stored in:

- The Main Office
- The Staff Room
- Dinner Hall
- EYFS building
- The First Aid Room (this is designated and labelled for trips and residential only)

A typical first aid kit in our school should include the following:

- A leaflet with general first aid advice
- Cleansing wipes

- Plasters of assorted sizes
- Wound dressing (sterile)
- Adhesive tape
- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Safety pins
- Disposable gloves
- Foil blanket
- Scissors

First Aid bum bags should include the following:

- Plasters of assorted sizes
- Cleansing wipes
- Disposable gloves
- Gauze and water spray (for bumps only, not open wounds)
- Tissues
- Tooth envelopes
- Post-it pad and pen

Every member of lunchtime staff has their own first aid bag and each Key Stage should have at least one first aid bag. These must be taken out at breaktimes, lunchtimes and PE lessons. Your bag is your responsibility. Please ensure it is well stocked from the First Aid Room. **No medication is to be kept in first aid kits.**

6. Record Keeping and Reporting

6.1 Recording Injuries

- An injury will be recorded by the staff member administering first aid as soon as the first aid is complete, with the exception of breaktime and lunchtime, when it should be completed immediately after.
- When completing Medical Tracker, please “Record Injury” and ensure you complete all details with an asterix (*). In the “Injury Description” box, you must state what the child was doing and how the injury occurred.

For example:

“Max was playing football and fell over. He hit his head on the floor”

“April was on the trim trail and slipped. She grazed her knee on the rope web”

“James was playing basketball and the ball hit him in the face”.

- Please ensure you use capital letters and good spelling and punctuation so that the details are clear.
- A copy of the incident report will be sent to parents/carers.
- Records held will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979.

6.2 Reporting to Parents/Carers

- All incidents will be reported to parents/carers via the school office. They will monitor Medical Tracker throughout the day and check and send letters to parents/carers via email (Appendix 4).
- The class teacher may also inform parents/carers of any accident or injury sustained by a pupil, along with any first aid treatment given, verbally at the end of the day.

- In the event of any child bumping their head, however minor, an NHS concussion message will be emailed to parents/carers within the body of their incident letter.
- In the event of a serious injury, parents/carers will be called immediately by a member of SLT.

6.3 Reporting to the HSE

- CF50 Forms (Appendix 5) can be found in the staff shared drive W:\2023-2024\CF50 Forms\Blank CF50 Forms and need to be completed by the member(s) of staff involved for ALL incidents (excluding physical and verbal assaults and violent incidents). This includes dangerous occurrences, near misses and accidents involving any person on premises controlled by Leeds City Council.
- The Headteacher will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.
- The Headteacher will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries, which are:
 - Fractures, other than to fingers, thumbs and toes.
 - Amputations.
 - Any injury likely to lead to permanent loss of sight or reduction in sight.
 - Any crush injury to the head or torso causing damage to the brain or internal organs.
 - Serious burns (including scalding).
 - Any scalping requiring hospital treatment.
 - Any loss of consciousness caused by head injury or asphyxia.
 - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours.
- Where an accident leads to someone being taken to hospital.
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident).
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment.
 - The accidental release of a biological agent likely to cause severe human illness.
 - The accidental release or escape of any substance that may cause a serious injury or damage to health.
 - An electrical short circuit or overload causing a fire or explosion.

Information on how to make a RIDDOR report is available <http://www.hse.gov.uk/riddor/report.htm>

6.4 Reporting to Ofsted and child protection agencies

- The headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.
- The headteacher will also notify the LADO of any serious accident or injury to, or the death of, a pupil while in the school's care.

7. Training

- All school staff are able to undertake first aid training if they would like to.

- All first aiders must have completed a training course and must hold a valid certificate of competence to show this.
- The school will keep a register of all trained first aiders, what training they have received and when this is valid until. This information is available on the visual posters of first aiders placed around school.
- Staff are encouraged to renew their first aid training when it is no longer valid.
- At all times, at least one staff member will have a current paediatric first aid (PFA) certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework and is updated at least every 3 years.

8. Links with Other Policies

This first aid policy is linked to the following policies:

- Health and Safety Policy
- Risk assessment
- Supporting Pupils with Medical Conditions Policy
- Safeguarding Policy

Appendix 1 - First Aiders in School

25-26 First Aiders

Office Team		Family Support		HLTA's
				
Mrs Pollitt Exp: 10/28	Mrs Knowles (Lead) Exp: 06/26	Mrs Scott Exp: 03/28	Mrs Middleton Exp: 01/27	Mrs Patel Exp: 01/27

Early Years		Key Stage One	
			
Miss Byrne Exp: 11/28	Mrs Waite Exp: 09/27	Mr Phillips Exp: 03/28	Miss Gilbert Exp: 09/27

Lower Key Stage Two			
			
Mrs Davis Exp: 11/25	Miss Jones Exp: 10/28	Miss Hardaker Exp: 01/27	Miss Roberts Exp: 11/28

Upper Key Stage Two			
			
Miss Morris Exp: 10/26	Mrs Crossland Exp: 06/28	Miss Patterson Exp: 10/28	Mrs Branton Exp: 11/28

Lunchtime

Miss Saieva Exp: 01/27

Appendix 2 - Emergency 999 Call

Major First Aid

If a child is bleeding profusely, is unconscious or unable to move the injured part (e.g. an arm they cannot straighten or an ankle that looks abnormal, swollen or misshapen), ***please clearly radio “FIRST AID SUPPORT NEEDED” and your “LOCATION”***. All available first aiders to respond and office staff will come to you with a more substantial first aid kit.

If an ambulance is required, use a mobile phone, or a portable school phone, that can be taken to the incident.

How to make an emergency 999 call.

- Dial '999'.
- Wait for the call handler to respond.
- Tell the call handler which service you require – Police, Ambulance, or Fire Service.
- Give your name, address, and telephone number.
- Tell the call handler what the emergency is.
- Listen to what they tell you to do.

You will also need the casualty's data collection sheet printing from Arbor.

- Access the pupil's record on Arbor.
- Click green “Download/Print” on the right hand side.
- Click “Data Collection Sheet”.
- Tick “Yes, show all details” and “Download Data Collection Sheet”.
- Open and print document.

A member of SMT will also call the parent/carer and accompany the child in the ambulance if needed.

Appendix 3 – AED

CPR Cardiopulmonary Resuscitation	AED Automated External Defibrillator
<p>1 </p> <p>Check for response</p>	<p>1 </p> <p>Open the AED cover This automatically turns the AED on</p>
<p>2 </p> <p>Call for help</p>	<p>2 </p> <p>Remove the patient's clothes</p>
<p>3  Rate of 100 to 120 per min Depth 5-6cm</p> <p>If needed begin CPR 30 Cycle</p>	<p>3  Over 8 years old, more than 25kg 8 years old or under, less than 25kg</p> <p>Open the pouch, attach the AED pads</p>
<p>4 </p> <p>Give two breaths</p>	<p>4 </p> <p>When analyzing heart rhythm, do not touch the patient</p>
<p>5 </p> <p>Repeat CPR and breathe</p>	<p>5 </p> <p>Press the flashing shock button if needed</p>


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Appendix 4 - Medical Tracker Letters

All letters sent are on our letterhead. The most commonly used letters show below.

General-Minor (Stayed at School)

Today's Date

Incident Date and Time

Dear Parent/Carer of *Child's Name*,

We wanted to let you know that *Child's Name* has had a minor accident in school today. Please find details of the injury below:

Injured area:

Injury type:

Injury description:

Treatment administered:

We have assessed *Child's Name* and we feel that he/she is fine to stay in school.

Yours sincerely,

Greenside Primary School

General-Minor (Stayed at School)

Today's Date

Incident Date and Time

Dear Parent/Carer of *Child's Name*,

We wanted to let you know that *Child's* had an accident in school today, which resulted in a head injury.

Injured area:

Injury type:

Injury description:

Treatment administered:

First aid treatment has been given, and we feel *Child's Name* is fine to stay in school.

As a precaution, we always inform parents/carers of NHS guidance. The NHS states that it is essential to seek further medical attention if any of the following occur in the next 48 hours:

- Vomits repeatedly i.e. more than twice (at least 10 minutes between each vomit)
- Becomes confused or unaware of their surroundings
- Loses consciousness, becomes drowsy or difficult to wake
- Has a convulsion or fit
- Develops difficulty speaking or understanding what you are saying
- Develops weakness in their arms and legs or starts losing their balance
- Develops problems with their eyesight
- Has clear fluid coming out of their nose or ears
- Does not wake for feeds or cries constantly and cannot be soothed.

Please note that your child has not displayed any of these symptoms and this is why we have not called you to collect them. If you wish to talk to us further about the incident, please do not hesitate to contact us on the main school number.

Yours sincerely,

Greenside Primary School

For further information on the NHS guidance for head injuries please click [here](#)

Appendix 5 - CF50

CF50 Form Report of an Accident, Injury or Dangerous Occurrence



This form is for reporting ALL incidents (excluding ASSAULTS Physical, Verbal & VIOLENT INCIDENTS) dangerous occurrences, near misses and accidents involving ANY person on premises controlled by Leeds City Council and/or to any employee of Leeds City Council on ANY premises.

When filling out this form please refer to PG 103 for guidance.

ALL relevant parts should be completed and emailed to educ.hs@leeds.gov.uk within 10 days of the incident.

In cases of accidents resulting in death, broken bones, amputation, dislocation, eye injury, loss of consciousness, acute illness or immediate admission to hospital, or in the event of a Dangerous Occurrence **telephone 0113 378 8298 IMMEDIATELY** after the incident.

In cases involving ASSAULTS (Physical, Verbal) & VIOLENT INCIDENTS - please complete CF/50a - Report of an Assault / Violent incident form.

1 DETAILS OF INJURED PERSON:

Forename (s):	Surname:
Address:	Gender Male Female Non-binary Prefer not to say
	Date of birth:

A Category of person: Employee Pupil Visitor/Parent Contractor

B Name of school: Occupation (if applicable):

2 DETAILS OF INCIDENT: *Following this incident, you must monitor the situation as injuries including emotional harm may arise sometime after the incident has occurred, please refer to PG103 for guidance.*

Date of incident:	Time of incident: AM PM
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Was the person taken directly to hospital from the scene of the incident? YES NO

Will the injury prevent the member of staff from normal working capacity for more than 7 days following the date of the incident?
YES NO

Exact location of the incident (e.g. Classroom, playing field, dinner hall, gymnasium, corridor etc.)

State what happened as fully as possible (attach additional pages if necessary)

Did the condition of the premises contribute to or cause the incident? (e.g. trip in playground due to damaged surface)
YES NO

Witness name (s):

Give details of first aid treatment given and by whom:

CF50 Form Report of an Accident, Injury or Dangerous Occurrence



TYPE OF INJURY:

Amputation Concussion Electric shock Multiple Sprain/Strain Near Miss Break/Fracture
 Cut/Abrasion Irritation Poisoning Swelling/Bruise Burn/Scald Dislocation Mark
 Respiratory Emotional harm

PART OF BODY AFFECTED:

Arm Back Finger Hand Internal Multiple Neck Torso
 Ankle Eye Head/face Foot Leg Toes Muscular Wrist

CAUSE OF ONJURY:

Animal Drowning Fall above 2M Fall Below 2m Hit by Object Bite Physical Education
 Vehicle Electrical Illness Slip/Trip Trap in Door Collision Equipment Fire
 Intervention Spillage Unknown Crush/Trap Fighting Glazing Manual Handling
 Substance

③ INVESTIGATION DETAIL:

Please provide details of who to contact for further information:

Has any action been taken or is action proposed to be taken to prevent recurrence? YES NO

If Yes please provide details (e.g. school has excluded pupil or Legal Services have been informed):

Have parents/guardians been informed YES NO

If this form is not completed by the person injured, ensure they are made aware of how to receive the form upon request.

④ DATA PROTECTION DECLARATION :

Under the terms of GDPR 2018 we must inform you of the following. Leeds City Council will process your data for the purposes of monitoring health and safety in Leeds City Council in accordance with relevant legislation. This may involve the sharing of the information you provide with local regulatory bodies.

Please note by signing this form you are declaring the information given to be a true and accurate account to the best of your knowledge at the time.

PRINT name of person completing this form: <input type="text"/>	SIGNATURE of person completing this form: <input type="text" value="X"/>	DATE: <input type="text"/>
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Position of person countersigning this form to confirm this is a true and accurate record of events:

Headteacher Head of Department Manager	<input type="text" value="If other, please state:"/>
PRINT name of person countersigning this form: <input type="text"/>	SIGNATURE of person countersigning this form: <input type="text" value="X"/>
	DATE: <input type="text"/>

Please send this completed form to educ.hs@leeds.gov.uk / Schools Health, Safety & Wellbeing Team, within 10 days of the date of the incident.

Appendix 5 - CF50a

CF50a Form Report of an Assault / Violent Incident



This form is for reporting ASSAULTS (Physical, Verbal) and VIOLENT INCIDENTS to any employee of Leeds City Council or any pupil on ANY educational premises.

When filling out this form please refer to PG 103 for guidance.

ALL relevant parts should be completed, and emailed to educ.hs@leeds.gov.uk within 10 days of the incident.

In cases where a member of the public – but not a pupil – is violent or aggressive and the school wishes details to be forwarded to Legal Services, the Legal Services officer for the school should be contacted immediately.

All other accidents and incidents should be reported on report form CF/50 Report of an Accident, Injury or Dangerous Occurrence.

① Person subject to violence

Forename (s):	Surname:
Address:	Gender <input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Non-binary <input type="radio"/> Prefer not to say
	Date of birth:
A Category of person: Employee <input type="radio"/> Pupil <input type="radio"/> Visitor/Parent <input type="radio"/> Contractor <input checked="" type="radio"/>	

B Name of school:	Occupation (if applicable):
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② Details of Incident: Following this incident, you must monitor the situation as injuries including emotional harm may arise sometime after the incident has occurred, please refer to PG103 for guidance.

Date of incident:	Time of incident: AM <input type="radio"/> PM <input checked="" type="radio"/>
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Was the Subject Injured? (this can be physical and/or emotional harm) YES NO

If Yes please provide details of the injury sustained (e.g. bruise, sprain, mark, fracture etc.)

Was the person taken directly to hospital from the scene of the incident? YES NO

Will the injury prevent the member of staff from normal working capacity for more than 7 days following the date of the incident? YES NO

Exact location of the incident (e.g. Classroom, playing field, dinner hall, gymnasium, corridor etc.)

Details of alleged assailant (if known)

Name: Gender Male Female Non-binary Prefer not to say

Address (if known): Age (if known):

Has there been previous incidents concerning this person? YES NO

Witness name (s):

Give details of first aid treatment given and by whom:

CF50a Form Report of an Assault / Violent Incident



Please give a more detailed account of what happened including any relevant events leading up to the incident and details of any property damage, verbal abuse, anti-social behaviour etc - use additional sheets if necessary and attach them to this form.

TYPE OF INCIDENT:

Verbal abuse Threat (s) Physical assault

PART OF BODY AFFECTED:

Arm Back Finger Hand Internal Multiple Neck Torso

Ankle Eye Head/face Foot Leg Toes Muscular Wrist

Left Right

If other please state:

② POLICE NOTIFICATION:

Have the police been notified? YES NO

If Yes please provide the name and station of Officer(s) informed:

③ INVESTIGATION DETAIL:

Has an investigation been carried out to establish the cause of the incident? YES NO

If Yes please provide details of who to contact for further information:

Has any action been taken or is action proposed to be taken to prevent recurrence? YES NO

If Yes please provide details (e.g. school has excluded pupil or Legal Services have been informed):

Have parents/guardians been informed YES NO

If this form is not completed by the person involved in the violent incident, ensure they are made aware of how to receive the form upon request.

④ DATA PROTECTION DECLARATION :

Under the terms of GDPR 2018 we must inform you of the following. Leeds City Council will process your data for the purposes of monitoring health and safety in Leeds City Council in accordance with relevant legislation. This may involve the sharing of the information you provide with local regulatory bodies.

Please note by signing this form you are declaring the information given to be a true and accurate account to the best of your knowledge at the time.

PRINT name of person completing this form:	SIGNATURE of person completing this form: X	DATE:
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Position of person countersigning this form to confirm this is a true and accurate record of events:

Headteacher Head of Department Manager If other, please state:

PRINT name of person countersigning this form:	SIGNATURE of person countersigning this form: X	DATE:
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Please send this completed form to educ.hs@leeds.gov.uk / Schools Health, Safety & Wellbeing Team, 2nd Floor West, Civic Hall, Leeds, LS1 1UR within 10 days of the date of the incident.