



## What to do if a child has an injury

What type of injury is it?

### Below the Neck

E.G. Grazed knee, hands, general accident, bump into another child falling over in playground/classroom

No external factors in accident

### Above the Neck

E.G. Bumped head, grazed cheek

No external factors in accident

### Any Part of the Body

#### Significant Accident/Incident

E.G. Bumped head, grazed cheek, finger trapped in door

External factors in accident e.g. faulty door, slippery floor

### YELLOW FORM

- Complete YELLOW Accident Form
- Add information in accident book, ensure signed and dated
- Pass YELLOW form to class teacher
- YELLOW form to go home

### RED FORM

- Complete RED Form
- Add information in accident book
- Take RED form to office
- Office to check child and text or telephone parents as required
- Pass RED form to class teacher

### KCC ACCIDENT FORM

- Complete Paper HS157 form
- Use guidance in KCC White Accident File to access Guidance for completing HS157 online
- Complete HS157 online within 15 working days of accident/incident
- Check against criteria as to whether HS160 Investigation Form needs to be completed – if so then complete

Seek advice or clarification from HT/AHT/BM if necessary

# IF IN DOUBT SEEK ADVICE