

Friday 5th June

Dear Parents and Carers

RE: Introduction of Online First Aid Reporting System

As part of our ongoing commitment to improving communication with families and ensuring accurate record keeping, we will be introducing a new online system for recording and reporting first aid incidents in school.

From the week commencing 15th June, we will begin using the EVOLVE Accident Book system to record all first aid administered to pupils during the school day.

This system will provide a number of benefits, including:

- More accurate and secure recording of first aid incidents.
- Improved communication between school and home.
- Timely notifications when your child has received first aid.
- A clear record of incidents and treatment administered.
- Enhanced monitoring of accidents and injuries to help us identify any patterns or trends.

One of the key advantages of the new system is that parents and carers will now be informed of all first aid administered in school, not just more significant incidents. Notifications will be sent directly to the email address we hold on record for parents and carers, providing details of the incident and any first aid treatment that has been given. This will ensure that you have a fuller picture of any bumps, knocks, scrapes, or minor injuries your child may receive during the school day.

Please ensure that the school has your current email address and notify the school office if any of your contact details have changed.

Please be assured that our existing procedures for more serious incidents will remain unchanged. Where an injury is considered significant, where there is a head injury, or where we feel that a direct conversation is required, a member of staff will continue to contact parents or carers by telephone as soon as possible.

Please note that our procedures for the administration of medication in school will remain unchanged. Parents and carers will continue to receive an email notification from the school office when medication has been administered to their child. The introduction of the EVOLVE Accident Book system relates only to the recording and reporting of first aid incidents and will not affect our existing medication procedures.

As with any new system, there may be some initial teething problems while staff and families become familiar with the process. We ask for your patience and understanding during this transition period. Should you experience any issues receiving notifications, please contact the school office and we will be happy to assist.

We are confident that this new system will strengthen communication between home and school and provide parents and carers with greater reassurance regarding their child's wellbeing during the school day.

Thank you for your continued support.
Burton upon Stather Primary