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Off-site injury report forms

A clipboard of forms and emergency contact details and procedures should be signed out at Reception along with a First Aid bag for any groups of children being taken off site.

In the event of an injury that needs to be reported to parents, including ANY HEAD INJURY, supervising staff must complete the Injury Report Form immediately with all the relevant details.

If a child shows any worrying symptoms after a head injury, ISCT Reception should be contacted by telephone.

Filling in the forms:

- Please don't mention other children's names in incident descriptions.
- Include all relevant details to clarify the extent of the injury.

School records:

For school records, a photo should be taken of the form before it is given to parents.

- ISCT staff print photo for filing at Reception
- Non-ISCT staff to e-mail photo to receptionist *immediately*. (v.funani@isct.co.za)

Information handover to parents

If the supervising adult is not able to personally give the Injury Report Form to parents, it should be given to the child to hand to parents. The photo of the form should be e-mailed to the parents as well.

- Let receptionist know so that the form photo can be e-mailed to parents

Guidelines provided for staff on clipboard:

Bumps, scrapes & bruises:	Head injuries:
<ul style="list-style-type: none"> • Ice packs in First Aid kits • Clean cuts and scrapes (use a glove) • Complete injury report form fully • Take a photo of injury form for school records (print) • Injury form to parents 	<ul style="list-style-type: none"> • Ice pack • Phone school reception • Complete injury report form fully • Take a photo of injury form for school records (print) • Observe child closely • Give injury form to parents

Struben House (KS1):	021 180 4240
Woodland Heights (KS2 & HS):	021 761 6202 (reception)



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	0861 555 777 (after 4pm)
Emergency numbers	
Ambulance	10177
ER24	084 124
Red Cross Children's & Tygerberg Hospital's Poison & Information Line	0861 555 777
Cellphone emergency (MTN, Vodacom, Cell C, Telkom)	112