



STANDARD OPERATING PROCEDURE FOR TREATING AND REPORTING MINOR INJURIES/ INCIDENTS DURING SCHOOL TIME

When a learner incurs a minor injury the procedure below must be followed:

- Each Class will have their own incident book and first aid kit.
- The class teacher will be responsible for treating the injury, i.e. clean the wound, apply a plaster, etc.
- The teacher will ensure that her hands are sanitised and that she is wearing gloves. She will make every endeavour to maintain her distance, as far as possible.
- A detailed description will be written into the incident book, each incident must be dated, and signed by the teacher.
- At the end of the School day, the teacher will send a WhatsApp message informing the parent of the incident.
- If the incident is more serious, i.e. a head injury the office staff will be called and the parents will be contacted immediately.