

Redmile Church of England Primary School



Mrs J.V.Hopkins Executive Head teacher  
Mrs A Longden Head of School

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**EXISTING INJURY FORM**

Dear Parents/Carers,

Please complete this form, and give it to the class teacher, if your child sustains an injury outside of school that we need to know about.  
Thank you,

Mrs J.V.Hopkins  
Executive Head teacher

Child's name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Injury sustained:

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Date when injury happened: \_\_\_\_\_ Approx. time: \_\_\_\_\_

Action taken, include any treatment or medical aid sought:

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Any further information we need to be aware of:

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Signature of Parent/Carer: \_\_\_\_\_

Signature of school representative receiving this form: \_\_\_\_\_

Date:

Please note:

- for injuries such as a breakage, a Risk Assessment will need to be completed before the child is re-admitted in to school; please speak directly with the Head of School if this applies.
- school staff do not administer medicines, unless there are exceptional circumstances.