



Oakfield Junior School
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Dear Parents

We are writing to ensure that all parents are aware that if a child is coming into school with an injury that requires a splint, cast or crutches; regardless of whether the injury was sustained at school or elsewhere, we must complete a Risk Assessment *before* the child can attend school.

This is a document that ensures that all necessary arrangements are made to prevent any further injury or exacerbation to the current injury and is completed in the best interests of the child.

Should your child sustain an injury that may require a Risk Assessment please contact the school office and a member of the office team will prepare the paperwork and arrange a brief meeting with yourself and your child to go through the document. The document will then be signed by the member of staff, yourself and your child.

We must ensure that the Risk Assessment is in place before your child returns to school with the injury.

Yours sincerely

Sally Cooke
School Business Manager

