

Systems for Education

First aid record

A visually appealing paper-based solution for logging and reporting when an incident has occurred in school

When an incident occurs in school, or during an educational activity out of school, it must be reported immediately and parents or guardians must be notified.

Kalamazoo has devised a simple and effective solution for reporting and recording incidents and ensuring parents and teachers are fully aware that an incident, however severe or minor, has occurred. The paper-based solution enables the health and safety officer to provide pupils with a First Aid Record which highlights what they were treated for and by whom.

What's more the solution is highly appealing for young children due to its colourful and attractive design.



When the First Aid Record is completed the information is simultaneously transferred onto an integral register. This information is kept confidential with the use of a discretion sheet and forms a register for later reference.

The completed top level of the form is removed using the perforated edge and given to the pupil. The pupil is required to pass the completed First Aid Record to their parent or guardian.

The solution has been designed to be visually pleasing to a young child. It can be personalised to fit in with the school's brand, incorporating the school logo, colours and contact details. The completed form will include information such as pupil name, class, date and time, location of incident, first aider details, confirmation parent/guardian has been contacted and the first aid treatment given.

Key features

- The full colour, attractive design is appealing to young children
- Visitor details are simultaneously transferred onto an integral register
- A discretion sheet maintains confidentiality
- Forms can be printed to your unique specification
- Becomes an instant register of incidents recorded
- Contained within a robust and secure Kalamazoo binder

Key benefits

- Ensure parents and guardians are notified that an incident has occurred
- Easy to use system which eliminates the need to duplicate information
- Ability to streamline the process of recording incidents
- Ability to adhere to Duty of Care regulations
- Instant and accurate record of incidents for quick reference
- Ensure accidents are dealt with appropriately
- Increases awareness of an incident so that regular monitoring can take place