



## Bumped Head Practice and Policy Sept 2017

Children in schools can sustain head injuries and it is important that procedures are in place for reporting any head injury, and that there is clear understanding of what symptoms and signs should be looked for in children who have hit their head whilst at school.

- If after a head injury a child remains unconscious or fits, an ambulance should be called immediately and the parents/carers contacted immediately.
- If a child suffers from any of the following symptoms medical advice must be sought and, if advised, the child should be taken to see either their GP or to A&E by the parents/carers or by school staff:
  - Loss of consciousness
  - Vomiting
  - Sleepiness
  - Fits or abnormal limb movements
  - Persisting dizziness or difficulty walking
  - Strange behaviour or confused speech
- Whether the head injury is minor or more severe (as detailed above), in **ALL** cases the child will, after appropriate treatment, be given a bumped head letter (see appendix 1) and the parent/carer will be called by telephone.
- A copy of this letter will be given to the parent/carer and another copy will be filed in school.

### **Important Additional Information:**

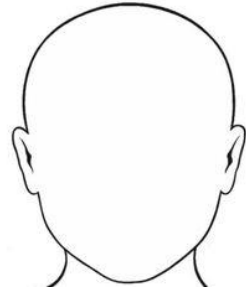
Following any head bump, as outlined above, the parents/carers of the child will be called by telephone to inform them what has happened, the treatment that was given and a description of any injuries sustained.

**At this stage it is important to remember that any parent/carer also has the option to come into school and assess the injury for themselves.** This might be because they are not satisfied with the information they have been given or they simply want to put their mind at rest. School staff will not advise the parent/carer to come in or not come and will simply relay the information about the incident that has occurred.

Should any parents/carers choose to come into school they may also want to administer medicine(s) – but this decision rests solely with the parents/carers. School staff are not permitted to administer any kind of unauthorised medicines which haven't been agreed to in writing e.g. Antibiotics. Again, this is not something school staff will offer any kind of advice on.

If a child does have to go to the doctor and/or A&E then please inform school of the outcome.

Thank you



## Head Injury Letter (Appendix 1)

Dear Parent/Carer

Your Child (first name/surname).....received a bump on their head today whilst attending school.

Class.....

Date and time.....

Details of what happened (please continue on a separate sheet if necessary)

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Observation of injury/injuries sustained

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Treatment

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Outcome

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First Aider

.....

- Did Parent/Carer come into school to assess injury or administer medicine(s)? Y/N
- Has the teacher been informed? Y/N

<b>A School First Aider assessed your child and although none of the symptoms below were detected at the time, we request that you observe your child for the next 24 hours and look out for the following. Please consult your doctor or go to A&amp;E if you have any concerns:</b>		
Blurred Vision	Severe headache	Unresponsiveness
Drowsiness	Confusion	Clumsy, staggering or dizziness
Nausea or vomiting	Slurred Speech	Bleeding from ears or nose

Please also refer to our Bumped Head Policy on the website for further details