



Bumped Head Practice and Policy

Last reviewed: October 2021

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), after appropriate treatment, in **ALL** cases, the child's parents/carers will be sent an email and text.
- Details of the incident/injury are recorded on our Medical Tracker system.

Important Additional Information:

Following any head bump, as outlined above, the parents/carers of the child will be sent a text and email to inform them what has happened, the treatment that was given and a description of any injuries sustained (*refer to Appendix 1*).

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)

#todays_date\$

Dear Parent/ Carer of #student_name\$,

We wanted to let you know that #student_name\$ has had an accident in school today which resulted in a head injury.

Please find details of the injury below:

Injured area: #injured_area\$

Injury/symptoms: #injury_type_symptoms\$

Treatment administered: #treatment_administered\$

Other notes:

#incident_description\$

#how_it_happened\$

First aid treatment has been given and we feel #student_name\$ is fine to stay in school. As a precaution we always inform parents/ carers of NHS guidance. Please seek further medical attention if any of the following occur in the next 24 hours:

- Is feeling nauseous or vomiting repeatedly
- Experiences severe headache
- Becomes confused or unaware of their surroundings
- Loses consciousness, becomes drowsy or difficult to wake
- Has a convulsion or fit
- Develops difficulty speaking or understanding what you are saying
- Develops weakness in their arms and legs or starts losing their balance
- Develops problems with their eyesight (e.g. blurred vision)
- Has clear fluid/blood coming out of their nose or ears
- Does not wake for feeds or cries constantly and cannot be soothed.

Please note that your child has not displayed any of these symptoms and this is why we have not called you to collect them. If you wish to talk to us further about the incident please do not hesitate to contact us on 01332 347374 (option 4).

Yours sincerely,

The School Office Team

For further information on the NHS guidance for head injuries please ['click here'](#).