



North Wolds Federation

## Head Injury / Bumped Head Policy

January 2018

Head injuries can easily be underrated. Any significant knock to the head which shows signs of swelling, grazing, crushing, or which changes the behaviour of the pupil, should be referred immediately for further medical attention. Slight knocks to pupils who have had previous head injuries could be serious and these also should be referred immediately for further medical attention. Parents are to be contacted immediately where further medical attention is necessary by telephone. If it is felt necessary a parent will also be contacted where a non-significant head bump to a pupil shows no signs or only slight reddening occurs.

With regard to head injuries the first aid procedure followed is:-

### Significant Injuries Or Injuries That Leave A Mark:

- If a child receives a knock to the head that is considered **serious** or **leaves a mark** then first aid will be given and the primary carer **must** be informed. It is the person who has administered the first aids responsibility to ensure parents are called however they do not necessarily have to make the call themselves. The application of first aid will be recorded in the accident book.
- They will then decide whether to take the child home to observe, or to the Health Centre on Mill Road for medical treatment (telephone 01673 843556) or to Caistor Health Centre (telephone 01472 851203).
- Children will also be given a 'bumped head' letter to give to parents. **If the child stays in school the person who administered the first aid must inform the child's teacher.**
- If a child receives a serious knock to the head and/or loses consciousness then 999 shall be dialled and an ambulance requested. The parent or guardian or any other responsible adult "in loco parentis" will then be contacted.
- In the event of a child receiving an injury that requires medical treatment and the school being unable to contact the parent etc. then the Head teacher shall take responsibility for the child's welfare which may involve:
  - taking the injured child to the Health Centre
  - dialling 999 and requesting an ambulance for a serious injury and accompanying them to hospital
  - the completion of Form PO3 and sending it to the Health and Safety Executive (HSE).

### Non Significant Injuries:

- If a child receives a non-significant bump / knock to the head and the trained first aider feels it is not significant then a bumped head letter will be given and the incident will be logged in the accident book.
- **The person who has administered the first aid must inform the child's teacher.**
- In Reception and KS1 the bumped head letter (appendix 1 MR appendix 2 NCPS) must be given by an adult to the collecting parents.
- In KS2 the child must be encouraged to give the letter to the parents when it is not possible to hand it over directly.

### Monitoring:

The accident book is monitored on a termly basis by a senior member of staff to identify patterns, trends and risk. Governors will review this monitoring on a periodic basis as specified in the Governors schedule. This policy will be reviewed every three years.

Signed Chair of Governors

Date

Signed Head teacher

Date

## Appendix One



### Market Rasen Church of England Primary School First Aid Treatment Notification

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Time \_\_\_\_\_

Dear Parent or Carer,

This letter is to let you know that \_\_\_\_\_ has had a minor accident today and has sustained a bump to the head or other minor injury. Details of this are noted below and have been recorded in our accident book.

Should your child experience any vomiting, dizziness or other symptoms relating to this injury, please consult your family doctor.

Yours sincerely,

Andrew Smith

Executive Head Teacher

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Brief description of the accident – and action taken:

Person responsible for first aid treatment: \_\_\_\_\_

Role: \_\_\_\_\_

**Appendix 2**



**Nettleton Community Primary School**

**First Aid Treatment Notification**

Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Time \_\_\_\_\_

Dear Parent or Carer,

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