

Grindleton CE Aided Primary School



Bumped Head Practice and Policy February 2022

At Grindleton School we wish to secure the happiness and safety of all our children and staff. This policy is designed with our Christian Vision in mind.

'In the same way, let your light shine before others that they may see your good deeds and glorify your father in heaven.' Matthew 5 v16

Grow and shine in God's glory.

Children frequently sustain minor head injuries but it is nonetheless 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 contacted.

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 or by school staff:

- Drowsiness that is unexpected
- Vomit more than once
- Any signs of blood or watery fluid coming from the nose and ears
- Any complaint of headache
- Any complaint of 'seeing double' or 'blurred eye-sight'

In this event Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) must also come into effect.

In ALL cases the child will, after appropriate treatment, be given:

- a bumped head sticker which will be securely placed on the child
- a copy of a letter providing the parent/carer with details of how their child bumped its head and how it was treated
- the person who records the incident must inform and hand over the letter to the class teacher or whoever is teaching the child next and this will continue where the child may be taught by a number of different teachers (the sticker should remind all staff)
- the class teacher whenever possible will inform the parent of the incident at the end of the school day, but will make arrangements for someone else to do so if they are not available

If a child sustains a head injury whilst at school, the following information should be recorded from the person who dealt with the incident.

- First Aider who dealt with the incident
- Date, time & place of incident
- Name designation of injured person
- Brief details of incident, type of injury and first aid provided
- What happened to the injured person immediately after the incident?
- Was any further action required? If so, what action?
- Was an accident/incident report form completed?

This is because it is possible for a more serious internal injury to occur with no obvious symptoms for several hours.

School staff must remain vigilant and take the appropriate action if the child develops a problem. It may be that the child becomes unwell after school and the information will be helpful to parents if they need to see a doctor.

This policy is monitored by the Head teacher and the Governors and will be reviewed in when required.