



Policy for 'Bumped Heads'

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Introduction

Children have many bangs to the head and it can be difficult to tell if they are serious or not. Most head injuries are not serious and simple result in a bump or bruise, but occasionally head injuries require medical attention.

School staff should adhere to the following NHS advice regarding injuries to the head.

If the child

- Has been knocked out/unconscious for any period of time
- Has injured their neck or spine
- Has difficulty understanding what you are saying
- Is confused or so sleepy you cannot wake them properly
- Has weakness in their arms or legs or is losing their balance
- Has a convulsion or a fit
- Becomes suddenly deaf
- Has clear fluid dripping from their ear, nose or both
- Has blood coming from inside one or both ears
- Vomited more than once
- Bled a lot from the head

Action

- **CALL 999 or go straight to the nearest Accident and Emergency Department**
- **Call the parents immediately**

If the child

- Has fallen from a height greater than the child's own height
- Fallen down from more than a metre in height
- Fallen down stairs (from top to bottom poses more risk than bumping down stairs)
- Has had a persistent headache since the injury
- Has a blood clotting disorder
- Been very irritable, no concentration or interest in anything.

Or if there is concern that a child has been deliberately harmed.

Action

- **Call the parents immediately**
- **Take the child to Accident and Emergency**

If the child

- Has not been knocked out
- Is alert and interacts with you
- No vomiting
- Has no marks or just a small amount of bruising/minor cut to the head
- Cried immediately but is otherwise normal.

Action

- **Apply an ice-pack/treat any cuts**
- **Monitor child in First Aid/Office for 15 minutes**
- **Ensure the child is wearing a 'bumped head' sticker and alert all staff members working with that child to monitor for signs of more serious injury**
- **Advise parents at the end of the school day either in person, by text or by means of a 'bumped head' letter.**

Additionally

If the injury has occurred as a result of an ACCIDENT

- Record the injury on CPOMs
- Make sure the child is wearing a 'bumped head' sticker to inform staff to be alert
- Make sure parents are informed (either at the time or at the end of the day, see information above as to when.)
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If the injury has occurred as a result of a BEHAVIOUR INCIDENT

- Record the injury in the accident book located in the School Office
- Make sure the child is wearing a 'bumped head' sticker to inform staff to be alert
- Make sure parents are informed (either at the time or at the end of the day, see information above as to when.)
- Inform the class teacher or a member of the Senior Leadership Team
- Record the incident on CPOMS

Bumps to the Face

- First Aid staff will determine the seriousness of the injury for example if the skin is broken, the bump is large and close to the eye, immediate first aid will be administered
- Depending on the seriousness of the bump, parents may be contacted either by text or phone immediately or via the class teacher/other adult at the end of the day
- The bump will be recorded in the accident book or CPOMS depending on the reason for the injury

Policy Approved by: Helen Longton-Howorth

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