

Hollybrook Junior School

Bumped Head Protocol

General protocol guidance:

- All head injuries will be seen and assessed by a qualified first aider.
- After a head injury a pupil will be supervised for at least fifteen minutes even when there are no apparent or obvious symptoms.
- Pupils suffering from a head injury will not be left unattended by school first aid staff until they are confident that a serious injury has not been sustained.
- The school will ensure a child is taken to hospital either by ambulance or car, accompanied by a qualified first aider in cases where there is any immediate doubt or concern about their condition.
- The school will insist that any casualty who has sustained a significant head injury is seen by professionals at the hospital, either by sending them directly to hospital (in the case of an adult) or by asking parents to pick up a child to take them to hospital (non critical injuries).
- Parents, the Headteacher and teaching staff will be made aware of all significant head injuries sustained in school.
- Where necessary the first aider will seek information from pupils, or supervising adults, who witnessed the accident.
- In the case of non serious injuries not requiring external medical examination, where appropriate, parents will receive a phone call from a school first aider advising them of the injury, and the circumstances of the accident.
- The first aider in charge of treatment will keep a record of each pupil attended to, the nature of the injury and any treatment given. They will also record the time and location of the accident.
- Parents will also receive a "bumped head" letter (see attached) to ensure they are fully aware of the injury and the need to monitor their child's wellbeing for the next 24/48 hours.
- The first aider will advise the class teacher of the incident as they return to class.
- In the event of a head injury in school, where the injury is of a non serious nature, the first aider must either:
 - a) Escort the pupil to the receiving member of staff
 - b) Provide a copy of a bumped head notification to the receiving member of staff
- The first aider should not rely on a pupil to inform their teacher of their injury.

- Whilst the child remains in school they should be supervised to ensure no deterioration in their wellbeing.
- When a seemingly well pupil returns to class they will be advised to speak to their teacher or return to the school office if they begin to feel unwell.
- A child remaining in school after a head injury will be advised to avoid running around, playing strenuous games and undertaking PE for the rest of the day.
- The school will not offer the injured child any pain relief unless the school holds a completed and signed medical form giving clear instruction to offer the medicine.

The following signs have been recognised as symptoms of a serious head injury and they should be recognised by all staff:

- Worsening headache
- Nausea/sickness
- Dizziness
- Sleepiness
- Failure to focus visually
- Confusion
- Memory loss
- Dilated pupils
- Paleness (shock indicator)
- General distress/shakiness
- Unsteadiness when they walk

Any pupil displaying any of these symptoms following a head injury should be assessed **immediately** by a first aider.