



**DORMER
HOUSE
SCHOOL**

Bumped Head Practice and Policy

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:

- Loss of consciousness
- Vomiting
- Sleepiness
- Fits or abnormal limb movements
- Persisting dizziness or difficulty walking
- Strange behaviour or confused speech

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:

- an '**I bumped my head**' sticker which will be securely placed on the child;
- a copy of letter* on **red** paper providing the parent/carer with details of how their child bumped its head and how it was treated (if the child is booked into the Nest then the copy of the letter will be handed to the person in charge of the Nest that afternoon);
- the original letter will be placed on file in the **red** 'bumped head' folder;
- 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;
- the person who records the incident must inform 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 be enough to remind all staff);
- and a phonecall/email/text to the parent informing them immediately about the incident.

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

- Was the child behaving in an unusual way before the injury?
- What happened to cause the injury?
- If they fell, how far did they fall?
- What did they hit their head against?
- Did the child lose consciousness? If so, for how long?
- How did they appear afterwards?
- Did they vomit afterwards?
- Was the child observed to have any other problem after the injury?

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 Headteacher and the Trustees and will be reviewed in two years, or earlier if necessary.

Signed:

Date:



**DORMER
HOUSE
SCHOOL**

BUMPED HEAD LETTER

Dear Parent/Carer,

Your childreceived a bump to the head today whilst at school.

Date:Time:

.....

Place:

.....
.....

Description of

incident:.....

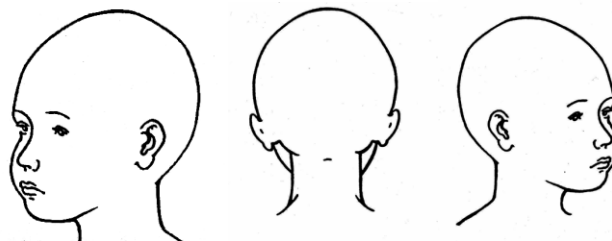
....

.....
.....
.....

Treatment given:

.....
.....
.....

Site of bump:



Your child was thoroughly assessed and although no problems were seen at the time, we request that you observe your child for the next 24 hours and contact your family doctor or the nearest Accident and Emergency department if you notice any of the following symptoms:

- Unusual drowsiness,
- Change in behaviour / confusion
- Severe headache, nausea or repeated vomiting
- Blurred vision
- Bleeding or fluid from ears or nose
- Clumsy walking, staggering, dizziness
- Unresponsiveness
- Slurred speech

Signed:

Print name:

.....