



Head Injury Procedure

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Related policies: Health and Safety

Children frequently sustain minor head injuries. This advice sheet gives details of what symptoms and signs should be looked for in children who have hit their head whilst at school and when medical advice should be sought.

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

Children may appear well immediately after sustaining a head injury but show signs of complications later in the day. School staff must remain vigilant and take the appropriate action if the child develops a problem.

If a child sustains a head injury whilst at school, the following information should be recorded from any witness.

- 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?

Regardless of whether the school seek medical advice about the child, this information should be given to parents afterwards, where possible. 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.

In addition parents will be notified by phone following any minor head injury to their child and invited in to inspect the injury. Each head injury will also be recorded in the accident book and a slip advising of the injury sent home with the child (example below). Both will be completed by the person dealing initially with the accident.

If an accident occurs during break or lunchtime the duty staff **must** ensure that the class teacher is aware of the injury.

Example

Dear Parents,

Your child, _____ had a minor head injury at school today.

Time: _____ Accident place: _____

Brief description of accident: _____

Should you have any concerns about your child please contact your GP or Accident and Emergency Department. The following information may assist the GP in making his assessment of your child.

- Was the child noticed behaving in an unusual way before the injury?
YES/NO
- If they fell, how far did they fall? _____
- What did they hit their head against? _____
- Did the child lose consciousness? YES/NO
- How did they appear afterwards? _____
- Did they vomit afterwards? YES/NO
- Was the child observed to have any other problem after the injury?
YES/NO

Phone call to Parent/carer	Made By:
Time	Successful/unsuccessful
Time	Successful/unsuccessful
Time	Successful/unsuccessful

End of policy.