

Walthamstow Montessori School

Bumped Head Procedure

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- All head injuries will be seen and assessed by a qualified first aider
- After a head injury a pupil will be monitored for at least fifteen minutes even when there are no obvious or apparent symptoms to be sure that a serious injury has not been sustained
- The school will ensure a child is taken to hospital by either ambulance or car by a qualified first aider in cases where there is immediate doubt or concern about their condition
- The school will insist that a casualty who has sustained a significant head injury is seen by professionals at the hospital, either by taking them directly to the hospital or by asking parents to pick up a child to take them to hospital (non-critical injuries)
- Parents, the School Manager 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 advising them of the injury and circumstances of the accident
- Staff will give the child an "I Bumped My Head Today" sticker.
- The office will also send out a BUMPED HEAD TEXT to inform parents as soon as it has happened. "Your child has bumped their head at school. They appear fine/well. Please seek further medical advice if necessary. Accident slip to be signed at end of day."

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- Parents will receive a slip at the end of the day 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:
 - Escort the pupil to the receiving member of staff
 - 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 the class teacher of their injury
- Whilst the child remains in school they should be supervised to ensure no deterioration in their wellbeing
- A pupil must be advised that if they begin to feel unwell they must inform a teacher

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

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|------------------------------|-------------------------------|
| 1. Worsening headache | 7. Memory loss |
| 2. Nausea/sickness | 8. Dilated pupils |
| 3. Dizziness | 9. Paleness (shock indicator) |
| 4. Sleepiness | 10. Shakiness/distress |
| 5. Failure to focus visually | 11. Unsteadiness when walking |
| 6. Confusion | |

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