

# Walthamstow Montessori School (WMS)

## Bumped Head Procedure

- 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 Principal 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."
- 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:

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

Date last reviewed: 10<sup>th</sup> September 2025

Date to be reviewed: 10<sup>th</sup> September 2026