



Shinfield Infant and Nursery School

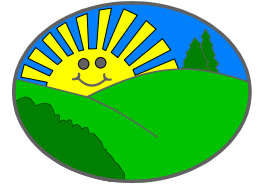
School Green, Shinfield, Reading, RG2 9EH

Phone: 0118 9883389

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Website: www.shinfieldschools.co.uk

Headteacher: Mrs Amanda Turner BA PGCE NPQH



Head injury procedures

Information for parents and carers

First Aid will always be given, and the injury recorded in the school accident book. A slip will be given to the school office. The child will be required to wear a sticker for the rest of the day stating 'I bumped my head today' with the date and time written on it, so that all staff during school hours and after school clubs will be aware of this. Upon receipt of the bumped head slip, the office will send a text message to parents. **Please note that the school will telephone parents directly if the child needs urgent medical attention.**

In many cases the bump to the head is usually minor and after First Aid the child can stay in school under staff supervision. **Children with bumped heads will be observed carefully in school or after school clubs for any changes in their condition, and if this happens, parents will be telephoned directly.**

If you have received a text message from school today advising you that your child has had a head injury, please be aware of the following information, which is available on the school website.

The text message you receive will read: **Your child has bumped his/ her head today. There is no cause for concern but we will contact you if the situation changes. This is purely for your information.**

Although your child has been fine at school since his/her injury the following symptoms may appear later:

Concussion

Signs and symptoms

- The child may appear drowsy and confused
- They may have a mild headache
- The child may lose consciousness briefly
- They may be nauseous or vomiting
- Young children may hold their head
- Children will be generally miserable
- If the child falls asleep, wake them frequently (every 20 minutes) to check

It is important to seek medical advice.

Compression - usually when something falls on the head

Signs and symptoms

- The child's responses deteriorate rapidly
- Child cannot answer questions
- There may be a severe headache
- The face may appear flushed or pale
- The temperature may be high
- The pulse will be slow and strong
- Breathing will be slow and noisy
- The pupils in the eyes will be unequal in size

It is important to call an ambulance immediately as this is a very severe condition

Appendices

Appendix 1 – Head Injury Slip

Date of procedure: September 2014

Reviewed by: A Turner (Headteacher)

To be reviewed every year

Date of next review: September 2015

Appendix 1

SHINFIELD INFANT AND NURSERY SCHOOL

HEAD INJURY SLIP – Please fill in at time of noting these in First Aid Book and **pass to school office as soon as possible** (end of playtime or lunchtime will be fine at these times). If the child’s head injury is severe then carry out First Aid and contact the office to telephone parents immediately.

Child’s FULL nameClass: bumped his/her head
today, on(date) at (time) Sticker given? Yes
For school office use only: Text sent to parents? Yes Signed.....

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