



# Shinfield Infant and Nursery School

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Website: [www.shinfieldschools.co.uk](http://www.shinfieldschools.co.uk)

Headteacher: Mrs Nicky Lauchlan BA Ed

***'Everyone shining in their own field'***



## 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 a child receives a bump to the face that we are concerned about, we will also contact you to make you aware.

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: (Child's name) has bumped his/her head today. We will monitor this and telephone you if we have concerns. Please see school website for 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

**It is important to seek medical advice.**

### **Compression - usually when something falls on the head**

#### **Signs and symptoms**

- The child's responses deteriorate rapidly eg) 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 be slow and noisy



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- 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

Date of procedure: September 2022  
Reviewed by: N Lauchlan (Headteacher)  
To be reviewed every year  
Date of next review: September 2023

I bumped my head today!  
Date.....time.....  
Name.....

### 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 FULLname.....Date.....bumped his/her head

Today on.....Date.....(time) Sticker given? Yes .....

For school office use only: Text sent to parent? Yes ..... Signed.....