



ABUJA PREPARATORY SCHOOL

Head Injury Procedure



Feb 2018

Head Injury Procedure

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.

PUPIL FIRST AID/ACCIDENT FORM

PARENT COPY



Date	Time	Pupil's name	Class	Location of incident	
Details of treatment/comments:					
	Bump/Bruise		Asthma	Parent/carer contacted Yes No	
	Vomiting/Nausea		Other	SHOULD YOUR CHILD SUFFER ANY DROWSINESS, VOMITING, IMPAIRED VISION OR EXCESSIVE PAIN AFTER RETURNING HOME, PLEASE CONSULT YOUR DOCTOR OR LOCAL HOSPITAL	
	Nosebleed		Parent contacted		
	Headache/High temperature		Child was well enough to remain in school after treatment		
	Head injury		Child was collected from school		
	Cut/Graze		The school recommends that your child should consult a doctor	Authorised signature:	
Name of witnesses (if any):-				REPORT SLIP	REPORT SLIP No:
Risk Assessment required: Yes No					
If yes, give details:					