TRIMLEY ST. MARTIN

Head Bump Procedure

Approved by:	Full Governing Body	**Date:**	04.12.2025
Last reviewed on:	September 2025		
Next review due by:	Autumn Term 2026		

Head Bump Procedure

Purpose

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.

Serious Head Bumps

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

If a child sustains a serious 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?

Parents/carers will be contacted by phone in the event of a serious head bump incident.

Less Serious Head Bumps or those *considered at the time* less serious

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.

Regardless of whether the school seeks medical advice about the child, this information should be given to parents following the schools Head Bump Reporting Process. This is because 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.

Parents will be notified by Arbor Instant Messaging 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 letter advising of the injury sent home with the child (see appendix). Both will be completed by the person dealing initially with the accident.

The letter also includes a section which should be completed and passed onto the leader of after school activities if the child is remaining on the school site from 3:30pm. This is to ensure that adults, who organise and lead these clubs, can continue to remain vigilant.

If an accident occurs during break or lunchtime the duty staff must ensure that the class teacher is aware of the injury.

Monitoring of the Procedure

To ensure that this procedure is correctly followed the school will complete the following at the start of every academic year:

- Review the procedure.
- Carry out whole staff training where the procedure is explained and discussed.
- Ask staff to sign to indicate they understand the procedure for dealing with Head bumps.

Throughout the year, the school will ensure the following:

- Any supply staff, part time staff or maternity cover who are not part of the workforce who received the original training will receive individual training on this from the Headteacher.
- A random check is carried out a regular interval to ensure that the procedure is being followed correctly. The HT will lead this check and track back an incident by discussing with the parent what information they received.

The Head Bump Procedure – Less Serious Issue

Person dealing with first aid

1. Carry out first aid
2. Complete **log** in first aid room
3. Complete **letter** for class teacher
4. Ask Kate or Sam to send a **text message** to parent
5. Give letter to **class teacher** (if not the person giving first aid)

Class Teacher

Monitors child closely for the rest of the day and alerts any other teachers who teach the class in the afternoon e.g sports teacher if he is taking a lesson, or supply cover that is only in the room for part of the day.

1. Class teacher removes slip at the bottom and hands to after school clubs if child is attending
2. Letter in put in pupils' bag (Note - If child is not attending any after school clubs, the whole letter goes into the child's bag)

The Head Bump Procedure – Serious Issue

Person dealing with first aid

1. Carry out first aid
2. Second opinion sought – ideally HT, AHT or Business Manager
3. Emergency phone call made
4. Parents contacted.

From this point on it will depend on the situation. A member of staff from the school will accompany the child to the hospital and will meet a parent at the hospital. If a parent reaches school before emergency services. School will send a representative to meet with the parents at the hospital for support.

Ice Packs

Ice packs should be covered and once used, should be wiped down with a disinfectant wipe, before being placed back in the freezer.

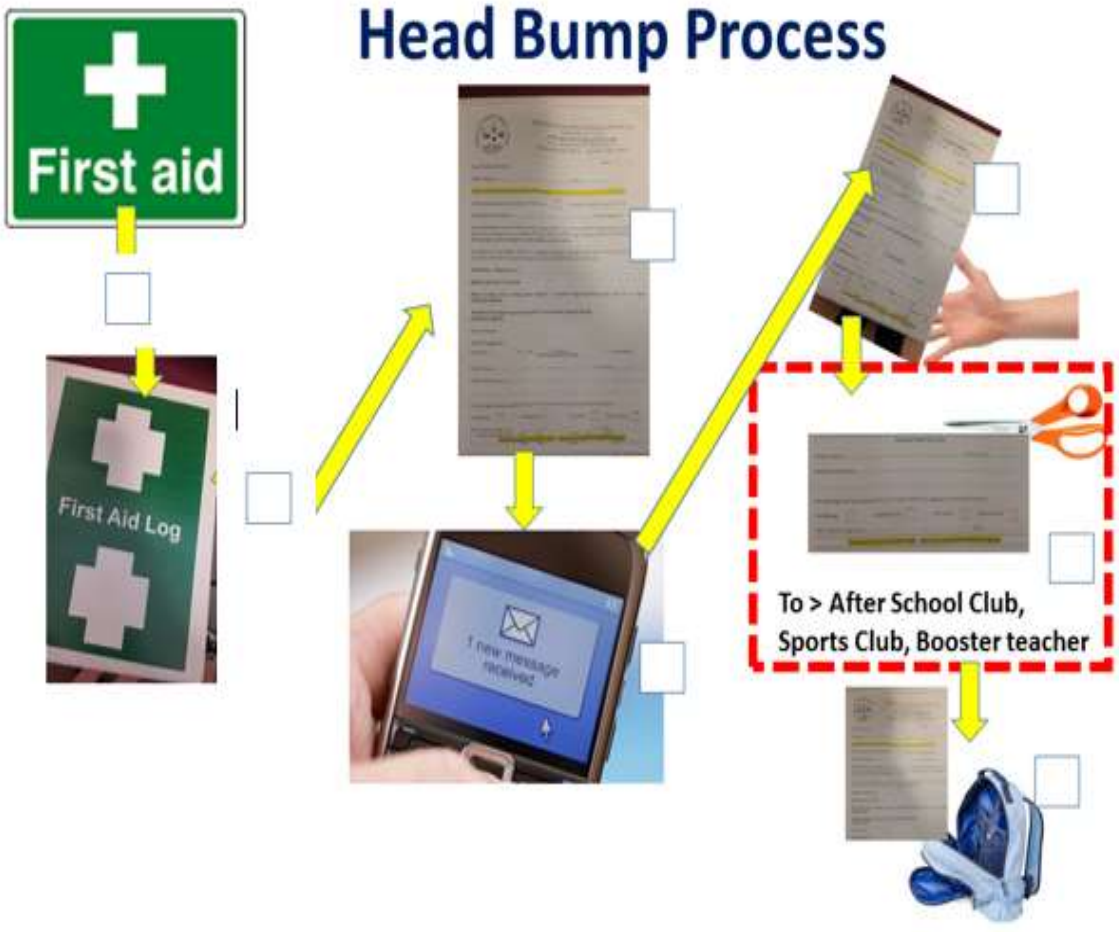
The Head Bump Procedure

Person dealing with first aid

1. Carry out first aid
2. Complete **log** in first aid book/folder
3. Complete **letter** for class teacher
4. Ask office for an **Arbor Instant message** to be sent to parent/carer
5. Give the letter to **class teacher**

Class Teacher

1. Class teacher hands to after school club if attending sports club or Wrap Around
2. Letter handed to parent/carer (placed in bag)



Start of year reminder of procedure log

This document is provided to all members of staff via email annually and new members of staff as part of their Health and Safety Induction.

Letter to parents with AFC slip

The following letter will be completed by the First Aid, used to send a text message, passed on to the Class Teacher and the slip at the bottom removed and passed onto After School Clubs (if appropriate).

Dear Parent and Carers,

Child's Name:…… Class:…….

Today at school your child bumped their head at……..…… a.m. / p.m.

A text message was sent today to inform you ☐ (member of staff please tick box).

Your child has received ……first aid attention.

We would advise you to keep an eye on your child. If his / her condition should deteriorate to a point where you are seriously concerned for your child's welfare, e.g., lapsing in and out of consciousness or total collapse, **do not hesitate to dial 999 for an Ambulance.**

For advice on symptoms such as: headache, nausea, sickness, dizziness or if you have any other concerns; the following may be helpful, or you could contact your GP Surgery.

NHS Direct – Telephone 111

Walk-in services in this area:

Minor Injuries Unit at Felixstowe Hospital - Constable Road Felixstowe IP11 7HJ 7am to 10pm (Tel 01394 458848)

Accident & Emergency Ipswich Hospital – Heath Road, Ipswich IP4 5PD (Tel 01473 702033)

Yours sincerely

Teacher's Signature

Bumped Head Form Slip (must be handed to AFC, Football Club or Mr Childs – if child is attending clubs)

Child's Name:…….…… Year Group:……

Details of the injury:……

……

The message has been passed on by the class teacher to (please tick appropriate box):

After School Club ☐ Robotics Club ☐ Mr Steward ☐ Parent Carer ☐

Class Teachers Signature:……

Top part of letter to go home with pupil - Slip to be completed and passed onto relevant adult