



Head Injury Protocol

Last updated: March 2025

All children who sustain a head bump/injury must be assessed by the nurse/qualified first aider for signs/symptoms of concussion.

If a child sustains a significant head injury they must be taken directly to the first available first aider to deal with this. A second first aider can be called upon, for assistance if needed by reception.

Assessment will be carried out as follows:

If unresponsive or slow to respond when you talk, or pinch their ear, call 999. Assess Airway (A), Breathing (B) and Circulation (C), if satisfactory, place in Recovery position and stay with the child continually assessing ABC. Contact parents/next of kin (NOK) to advise the above.

Assessment of Head Injury

1. Look for scalp wound, heavy bleeding / deep laceration or significant bruising and swelling.
2. Check for headache, dizziness, nausea or drowsiness.
3. Check for loss of memory or confusion - for example, ask how it happened and ask their name.
4. If any of the above are apparent:
 - phone parents immediately to inform and to collect their child from school and advise this is due to a head bump/ injury.
 - instruct parents that they need to either contact their GP and/or seek advice from A&E - School Nurse or First Aider will advise.
 - if parents are unavailable, the school nurse or first aider will need to transport the child to A&E if needed. A second adult must accompany them. School will continue to attempt to contact parents.

Treatment of minor head bump with none of the above

1. Apply ice pack for a minimum of 10 minutes to ensure the child is able to return to class.
2. Apply dressing, if bleeding.

Reporting and information sharing:

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- Phone parents regardless of age of child to inform them of head bump, advise a head notification email will be sent to them with advice regarding head bumps / concussion signs, for their information. If you're unable to speak to parent, leave a message (and your name) to contact the school.
 - Log for the student on PowerSchool under Healthy, Illness and document Head Bump Protocol followed.
 - 'Head Bump Notification Form' to be emailed to parent. The following information should be included in the email:

Dear Parent

Following our earlier conversation regarding your child having a head bump in school. Please complete this form which also includes advice and information on head bumps.

Kind regards,

- The child's teacher/teachers must be informed. The child must be advised to tell the teacher or other member of staff if they get a headache, feel dizzy, sick or start feeling unwell. Teachers must call Reception for a first aider/nurse in this case.

For an elementary school child, issue the student with a "head bump" sticker for their jumper/ top or bracelet. These will be kept in the yellow first aid folder at Security Desk.

For a middle/high school student, ask MS/HS secretary to email all the student's teachers scheduled that day to notify them of the incident.

See links below for further information.

Head injury and concussion from NHS

After Concussion, Return to Normality from Child Brain Injury Trust

Head Bump Notification Form' - also available on the Staff Hub under Quick Links / Forms