



THE EDITH BORTHWICK SCHOOL

HEAD INJURY POLICY

Any bump or injury to the head must always be treated seriously as the young person's condition may deteriorate many hours later. It is therefore important that the following information be recorded and actions carried out by the school.

The Headteacher should be informed of the incident and a white incident form completed for school records.

Staff should try to make contact with the young person's parent/carer by telephone and provide them with details that a GP or A&E staff will need. The attached form should also be completed and sent home in the young person's home/school book with a note in the book asking parents/carers to read the enclosed head injury form.

The details required are:

1. The date and time of the incident. Try to give an accurate account of how the head injury/bump occurred. What part of the head/body was hurt? Is there any obvious bruising areas of skin, nose bleeds or loss of fluid from the ears.
2. Had the young person been unwell before the injury occurred?
3. Was there any loss of consciousness at the time of injury or has the young person been sleepy since the injury.
4. Has the young person been crying continuously and unable to be settled?
5. Does the young person appear confused with slurred speech?
6. Has the young person complained of headaches and was any medication given, and what time, to relieve this?
7. Has the young person vomited?
8. Is the young person any more unsteady when walking/moving?
9. Has there been any complaint of blurred vision?
10. Does the young person have a ventricular/peritoneal shunt or cardiac/peritoneal shunt in situ?
11. Does the young person have epilepsy?

INFORMATION FOR PARENTS/CARERS REGARDING YOUNG PERSON'S HEAD INJURY

NAME	
DATE AND TIME OF INCIDENT	
ACCOUNT OF INJURY INCLUDING THINGS SUCH AS LOSS OF CONSCIOUSNESS, SLEEPY, HEADACHES VOMITING INTAKE OF DIET & FLUID SINCE THE INCIDENT ANY UNSTEADY GAIT WHEN WALKING/MOVING ANY COMPLAINTS OF BLURRED VISION	
DESCRIPTION OF AFFECTED AREA e.g. BRUISING,CUT,WHERE IT HURTS, BUMP	
IF MEDICATION HAS BEEN ADMINISTERED: TYPE TIME	

If any of these symptoms are present, particularly loss of consciousness (even for a short period of time), you should call an emergency ambulance (999 / 112) or NHS Direct on 111

- Lasting headache that gets worse or is still present over six hours after the injury;
- Extreme difficulty in staying awake, or still being sleepy several hours after the injury. It is fine to let children go to sleep after a slight bump to the head, but you should check on them regularly and make sure you are able to wake them.
- Nausea and vomiting several hours after the injury;
- Unconsciousness or coma;
- Unequal pupil size;
- Confusion, feeling lost or dizzy, or difficulty making sense when talking;
- Pale yellow fluid or watery blood, coming from the ears or nose (this suggests a skull fracture);
- Bleeding from the scalp that cannot be quickly stopped;
- Not being able to use part of the body, such as weakness in an arm or leg;
- Difficulty seeing or double vision;
- Slurred speech; and
- Having a seizure or fit.