



# St Michael with St Thomas C of E Primary School



## First Aid Procedure - Head Injury

**Author:** First Aid Lead

**Owner:** CEO/Directors

**Date adopted:** March 2020

**Review:** Summer 2023

We are a rights respecting school. All our policies and procedures are written and reviewed to ensure that children's rights, as detailed in the United Nations Convention on the Rights of the Child, are respected and promoted and this policy ensures:

**Article 24:** *(health and health services) Every child has the right to the best possible health. Governments must provide good quality health care, clean water, nutritious food, and a clean environment and education on health and well-being so that children can stay healthy. Richer countries must help poorer countries achieve this*

For more information on the convention and the rights of each child visit: <http://www.unicef.org.uk/>

## FIRST AID PROCEDURE: Head Injuries

### Head injury – no mark or bump

Eg. Typical situation when two children bump heads as they were not looking where they were going in the cloak room etc.

- **First Aid action:** COLD COMPRESS (wet paper towel is fine, no need for gauze)
- **First Aider to:**
  1. Complete accident book, detailing what, when and how injury has been treated
  2. Notify class teacher (if at break/lunchtime)
  3. Class teacher to monitor child
  4. Inform parent at the end of the day, accident book to be signed
  5. NO NEED TO RECORD ON ARBOR

### Head injury - mark or bump discernible OR significant bump to head with no mark/bump

Eg. Fallen into wall on playground, head on collision during PE, fall

- **First Aid action - closed injury:** COLD COMPRESS (wet paper towel is fine, no need for gauze)
- **First Aid action – open wound:** STERILE GAUZE/ STERILE DRESSING (dependent on severity)
- **First Aider to:**
  1. Inform Senior First Aider
  2. Complete accident book, detailing what, when and how injury has been treated
  3. Notify class teacher (if at break/lunchtime)
  4. Child to be monitored
  5. Parent to be contacted ASAP, following procedure below
  6. Class teacher to record event on Arbor (see reporting procedure)

### IN CASE OF SERIOUS INJURY –

Appropriate action to be taken, e.g. Emergency services called, SLT requested, parent informed

### Telephone Procedure

In order to ensure that we have a common response to these the following protocol should be used when contacting parents.

- **Your child ..... has had a head injury.**
- **There is a mark/ bruising/ graze.**
- **The injury is not bleeding and a cold compress has been applied / The injury is bleeding and a dressing has been applied.**
- **It is our policy is to contact parents in this event and as we are not medical staff, you will need to decide if they are fit to continue in school.**
- **Would you like to come into school to see if they are fit to continue, or you need to take them to the doctor, or the Walk-in Centre.**

Do not say that 'your child is alright', as they may show side effects later on.