"Put your heart and soul into everything that you do."
Purpose. Passion. Success.

Head Injury Procedure

1. Safeguarding statement
The school is committed to ensuring children's health, safety, and welfare in line with the **EYFS statutory framework (welfare requirements)** and wider safeguarding duties. All head injuries are treated seriously and responded to promptly to ensure the child's wellbeing is protected at all times.
All incidents are recorded on **medical tracker**, which automatically notifies parents/carers.

2. Immediate response to head injury (all ages)
In the event of a bump, knock, or suspected head injury:

- The child will be reassured and not left unattended.
- A trained first aider will be summoned immediately.
- If the injury is significant, or has occurred from height, the child will not be moved unnecessarily.
- A first aider will attend the child at the point of incident where required.

Children will always be supervised appropriately in line with their age and developmental stage.

3. EYFS specific procedure (Reception)
In line with EYFS welfare requirements (health and safety and safeguarding):

- Children will be closely supervised at all times following a head injury.
- Due to age and communication limitations, staff will observe for non-verbal and behavioural indicators of injury.
- A lower threshold will be applied for seeking parental contact.

Indicators requiring heightened concern include:

- Changes in behaviour (e.g. Irritability, clinginess, distress)
- Reduced responsiveness or drowsiness
- Reluctance to engage in normal play
- Vomiting or visible discomfort

Action:

- The child will be assessed by a first aider.
- If any symptoms are present, the child will be cared for in a quiet, safe environment under supervision.
- Parents/carers will be contacted promptly.
- Children will not resume normal play or group activities if symptoms are present.

4. KS1 & kS2 procedure

- The child will be assessed by a trained first aider following any head injury.
- Where no symptoms are present, the child may return to class but will be monitored for delayed symptoms.
- If symptoms are present, the child will not return to normal classroom activity and will be supervised in a calm, safe environment.
- Parents/carers will be informed of all head injuries beyond minor superficial bumps.

5. Concussion – signs and symptoms (all ages)
Staff will monitor for signs that may indicate concussion, including:

- Headache or head pain
- Dizziness or confusion
- Nausea or vomiting
- Memory difficulty relating to the incident

- Unsteady movement or loss of balance
- Unusual behaviour or reduced responsiveness
- Pale, clammy appearance

Where concussion is suspected, the child will be closely supervised and reassessed as appropriate.

6. Serious head injury – emergency action

Emergency medical assistance (999) will be sought immediately if a child presents with any of the following:

- Loss of consciousness
- Repeated vomiting
- Increasing drowsiness or difficulty waking
- Seizures or convulsions
- Worsening confusion, agitation, or behavioural change
- Severe or worsening headache
- Blood or clear fluid from ears or nose
- Unequal pupil size
- Difficulty walking or loss of coordination

While awaiting emergency services:

- The child will be kept still and comfortable
- No food or drink will be given
- Airway, breathing, and responsiveness will be monitored continuously

7. Monitoring and supervision (all ages)

Where a child remains in school following a head injury:

- They will be appropriately supervised by a responsible adult.
- The child will be monitored for any deterioration in condition.
- Staff will ensure timely escalation if symptoms develop or worsen.
- The child will not be left unattended.

8. Parental notification and Medical Tracker

All head injuries will be recorded on **medical tracker**, which automatically notifies parents/carers in accordance with safeguarding and communication procedures.
Parents/carers will be advised to monitor their child for 24–48 hours following the injury.
Parents will be informed to seek urgent medical attention if the child develops:

- Repeated vomiting
- Increasing drowsiness or difficulty waking
- Worsening headache
- Confusion or abnormal behaviour
- Seizures or collapse
- Fluid or blood from ears or nose

9. Return to learning, play and physical activity

- Children with suspected concussion will not participate in PE, sports, or strenuous physical activity until fully recovered.
- A gradual return to normal activities will be supported once the child is symptom-free.
- Where symptoms persist, parents will be advised to seek medical advice.

10. Record keeping and safeguarding documentation
In line with EYFS welfare requirements (record keeping):
All incidents will be recorded promptly on:

- **Medical tracker (mandatory, parent notification enabled)**
- School accident/incident recording system (where applicable)

Records will include:

- Date, time, and location of incident
- Description of injury and circumstances
- Symptoms observed
- First aid provided
- Monitoring and actions taken
- Parental communication and outcome

Records will be stored securely in line with safeguarding and data protection requirements.

11. Staff responsibilities
Staff will:

- Respond promptly to all head injuries
- Ensure appropriate supervision at all times
- Seek first aid support without delay
- Escalate concerns immediately where deterioration is observed
- Complete medical tracker entries accurately and promptly
- Communicate effectively with parents/carers and relevant staff