

Important Information – Head Bumps and First Aid

12 September 2022

Dear Parent/Carer,

We are writing to let you know that we are planning to change our Head Bump and First Aid Procedures. Whilst we very much appreciate the potentially serious consequences of a head bump, we believe that we can inform you of low-risk head bumps and First Aid given as follows:

Head Bumps	
Low risk head bump - no wound/lump, child presenting as well and coherent.	Action: First aid administered if required, red band placed on child's wrist, child monitored for 15 minutes. FVA accident report and CPOMS completed by First Aider. Child returns to class. Email notification sent home. Parent/carers will be called should child deteriorate.
Medium risk head bump - wound/lump, child presenting as well and coherent.	Action: First aid administered, red band placed on child's wrist, child monitored for 15 minutes. FVA accident report and CPOMS completed by First Aider. Child returns to class. Email notification sent home. Parent/carers will be called should child deteriorate or an ambulance called where necessary.
Serious head bump - possible wound/lump, child presenting as incoherent, sleepy, vomiting, etc.	Action: First aid administered, ambulance called and parents/carers informed. FVA accident report and CPOMS completed by First Aider.
First Aid	
Low risk accident – normal playground accidents e.g. knee/elbow scrapes or nose bleed	Action: First aid administered if required, green band placed on child's wrist. FVA accident report completed by First Aider. Child returns to class.
Medium risk accident – twisted ankle with swelling	Action: First aid administered; green band placed on child's wrist. FVA accident report completed by First Aider. Child returns to class if able. Parent/carers will be called to discuss or an ambulance where necessary.
Serious accident – e.g. possible broken arm/leg	Action: First aid administered, ambulance called and parents/carers informed. FVA accident report and CPOMS completed by First Aider.
Vomiting or Diarrhoea	
Medium risk – child vomits (illness)	Action: You will be asked to collect the child. Child must not attend school for 48 hours

All head bumps and injuries should be taken seriously and where you have any concerns about your child's wellbeing, we strongly recommend ringing 111 or taking your child to seek further medical attention. On the reverse of this letter are the signs of concussion and should your child display any of these signs we **strongly recommend seeking urgent medical attention.**

Yours faithfully,
Mrs L Ovens
Operations Manager

Following any head bump, we **strongly** recommend seeking medical advice at your local Walk-In Centre, family doctors or A&E.

Please also look out for any of the symptoms listed below within the next 3 to 4 days and seek medical advice:

1. If your child vomits more than twice in one day.
2. If your child complains of a lasting headache that gets worse or is still present after six hours and that does not get better with ibuprofen or paracetamol.
3. If your child becomes unusually sleepy or is hard to wake up. 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.
4. If your child has a convulsion (fit).
5. If your child has any changes in behaviour or is not him/herself, such as slurred speech, unsteady walking.
6. If your child's pupils are of Unequal size.
7. If your child is confused, feels lost/dizzy or has difficulty making sense when talking.
8. If your child has difficulty seeing or has double vision.
9. If your child is unable to use part of the body or has a weakness in an arm or leg.
10. If your child has clear or bloody drainage from the ear or one side of the nose.