

## Updated Head Bump Guidance

Thank you for your support as we find the best way to deal with head bumps in school. We have changed things slightly to make things more manageable for the office.

- If a child has a serious head bump administer First Aid as appropriate and send them with an adult to the office – existing procedures apply. The office will phone parents, fill in the accident form the parent will sign at the office, send the ‘keep an eye’ form to the teacher and send the child home if necessary. Some examples of events that may result in a serious head bump could be colliding at speed with another child in the playground, falling and hitting a hard surface, being hit in the head with a ball at force etc. If you are not sure, seek advice.
- Our First Aiders: Sam Williams, Cherelle Morgans and Steph Allen (or Lucy Hope when she’s not there) will fill in the paperwork after playtimes and lunchtimes at their ‘satellite’ stations. Separate ‘Head Bump’ accident books will be kept at these stations. First Aiders can follow normal first aid procedures for less worrisome head bump incidents e.g. bumps to the nose, mouth, chin, cheek or head bumps that were not forceful. Any marks should result in a phone call to the parent. For each incident, First Aiders will fill in an accident book slip and staple it to a head bump information letter. These forms will be delivered to the teachers’ desks. The First Aiders will keep a list of children in Y4-6, this will be delivered to the office after lunch. These older pupils will have a text/email home saying: ‘Your child bumped their head today and was well enough to stay in school. Please read the information your child brings home today’.

Teachers should also make use of First Aiders for head bump incidents that may occur in class etc throughout the day.

**Teachers in YR- Y3** should inform parents and hand these letters and slips over on collection at the end of the day. These should be physically handed over, not put in children’s bags. If a child is not collected by a parent e.g. goes to Busy Bears, teachers should phone parents.

**Teachers in Y4- Y6** should also physically hand the letters and slips over to parents if they see them. Otherwise send the slip and letter home with the child. These parents will have had a text or email to cover this.

(Teachers – if your pupil has been to the office for a serious head bump, you will have a ‘keep an eye’ form on your desk. If your pupil was dealt with through a First Aid satellite station, you won’t have one. If you are full time, you will know as you have handed the slip to the parent. If you are a job share, you may need to leave a note for your partner to cover the 48-hour observation period.)