



Minor Bump & Head Injury Procedure

Introduction

Holy Family Catholic School is committed to providing an immediate & effective response to any student who sustains a bump or knock to the head. The school is acutely aware of the potential severity that head injuries present & takes its responsibility seriously. It is also recognised that many brushes to the head may result in no affect & require monitoring for only a short period of time. This procedure has been developed to support the school's practice in the immediate assessment & management of all head injuries, no matter how minor.

Scope

This procedure applies to any students who sustain a bump to the head at Holy Family Catholic School & the Staff Members who are responsible for attending to the student.

Responding to Bumps to Head & Head Injuries

Holy Family Catholic School adopts a three-step approach when responding to & reporting minor, serious & significant head injuries.

All Head Injuries, no matter how minor must be immediately assessed in the 'Sickbay' or 'First Aid Room' by a Staff Member who holds current Senior First Aid Accreditation (Level 2).

Minor Bumps to the Head

Minor bumps to the head are defined as those where the student displays no physical or cognitive symptoms after a knock, bump or blow to the head. Where a student sustains a minor bump to the head, the student will be assessed by the attending Staff Member and monitored for a minimum of 10 minutes. This allows the student to rest & for the attending Staff Members to conduct further monitoring.

The student will only be released from the 'Sickbay' or 'First Aid Room' when the attending Staff Member is comfortable the minor bump to the head has caused no further concern. A copy of the school's *Head Injury Advice Notice* will be completed by the attending Staff Member & forwarded to the Student's Teacher. The Student's Teacher is then responsible for ensuring that this form is sent home with the student that day.

If at any time a teacher suspects that the student's condition has deteriorated they must send the student to the 'Sickbay' or 'First Aid Room' immediately and contact their parents or guardians without hesitation. The student's condition will be monitored by a suitably qualified First Aid Staff Member until their parents or guardians arrives to collect them. If the student begins to display signs of a significant head injury (defined overleaf), emergency services will be contacted.

Serious Head Injuries

For more serious head injuries, immediate First Aid will be administered by the attending Staff Member, with a member of the Leadership Team notified. The student will remain in the 'Sickbay' or 'First Aid Room', with their condition monitored until their parents or guardians have been contacted. It will be suggested that the parents or guardians attend the school to collect their child.

This will be necessary where a head injury results in the following:

- » Broken Skin
- » Bleeding
- » Swelling / Lump
- » Bruising
- » Dizziness



- » Constant headache, particularly one that gets worse
- » Slurred speech or confusion
- » Vomiting
- » Extreme irritability or other abnormal / uncharacteristic behaviour

Where a student displays the following symptoms as a result of head injury the attending Staff Member will, without hesitation, take appropriate action, which may include contacting emergency services (000).

- » Stumbling or difficulty walking
- » Oozing blood or watery fluid from the nose or ears
- » Difficulty waking up or excessive sleepiness
- » Unequal size of the pupils (the dark centre part of the eyes)
- » Double vision or blurry vision
- » Unusual paleness that lasts for more than an hour
- » Convulsions (seizures)
- » Difficulty recognizing familiar people
- » Weakness of arms or legs
- » Persistent ringing in the ears

Further Monitoring

Where a student receives a minor bump to the head or more serious head injury that does not result in further medical attention, parents will be recommended, via information listed on the *Head Injury Advice Notice* to ensure the following:

1. Seek medical attention if they are in anyway concerned about the condition of their child.
2. Seek immediate medical attention if any of the following symptoms are displayed within 8 hours of the incident:
 - » Constant headache, particularly one that gets worse;
 - » Slurred speech or confusion;
 - » Nausea or vomiting;
 - » Extreme irritability or other abnormal behaviour;
 - » Increased drowsiness;
 - » Lack of concentration, confusion or disorientation;
 - » Dizziness or loss of balance;
 - » Blurred or double vision;
 - » Difficulty recognizing familiar people;
 - » Weakness of arms or legs;
 - » Persistent ringing in the ears.

Relevant Documents:

- » Head Injury Advice Notice
- » First Aid Guidelines



Head Injury Advice Notice

Dear Parent,

Date

Time

Your child _____ received a minor bump to the head whilst at school today. An immediate assessment was made by a First Aid Accredited Staff Member and they returned to class.

It is recommended that you:

1. Seek medical attention if you are concerned
2. Immediately seek medical attention if any of the following symptoms are displayed within 8 hours:
 - » Constant headache, particularly one that gets worse;
 - » Slurred speech or confusion;
 - » Nausea or vomiting;
 - » Extreme irritability or other abnormal behaviour;
 - » Increased drowsiness;
 - » Lack of concentration, confusion or disorientation;
 - » Dizziness or loss of balance;
 - » Blurred or double vision;
 - » Difficulty recognizing familiar people;
 - » Weakness of arms or legs;
 - » Persistent ringing in the ears.

Please do not hesitate to contact your child's class teacher or the Principal if you require further information.

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 - » Blurred or double vision;
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 - » Weakness of arms or legs;
 - » Persistent ringing in the ears.

Please do not hesitate to contact your child's class teacher or the Principal if you require further information.