

Head bump/Accident Procedure—Parent/carer guide

HEAD BUMP PROCEDURE

Low risk head bump	- no mark/no bump/small red mark or small graze etc, child presenting as well and coherent.	Action: First aid administered if required, generic low risk Xpressions/email sent to say that child bumped head at school today.
Medium risk head bump	– wound/visible raised bump etc, child presenting as well and coherent.	Action: First aid administered, generic medium risk Xpressions/email sent. Give option for parent/carer to call for further information or to speak to class teacher at home time.
High risk head bump	-wound/visible raised bump etc, child complaining of headache/feeling unwell etc	Telephone call home to parent/carer, asking to collect and monitor at home/A&E check-up
Serious head bump	-serious mark/wound/bump, child presenting as incoherent, sleepy, vomiting, etc.	Action: First aid administered, telephone call made home informing parent/carer that an ambulance has been called.

ACCIDENT PROCEDURE

Low risk accident	- no mark, red mark to very minor graze etc.	Action: First aid administered if required. Class Teacher/TA will inform parent/carer at home time.
Medium risk accident	– visible bleeding graze/wound, nosebleed, minor cut, etc	Action: First aid administered, generic medium risk Xpressions/email sent advising of accident. Give parent/carer option to call for further information or to speak to class teacher at home time.
High risk accident	- Possible A&E check-up for E.G. fell funny (in pain), wound/cut that would need dressing etc	Telephone call home to parent/carer asking to collect and take to A&E for a check-up
Serious accident	- unconscious, major bleed/cut/accident, anything Severe.	Action: First aid administered, telephone call made home informing parent/carer that an ambulance has been called.