

# Head bump/Accident Procedure—Parent/carer guide

## HEAD BUMP PROCEDURE

<b>Low risk head bump</b>	- no mark/no bump visible at time of incident, child presenting as well and coherent.	<b>Action:</b> First aid administered if required, generic low risk email sent to say that child bumped head at school today. No further action
<b>Medium risk head bump</b>	– wound/visible raised bump/graze etc, nose-bleed, child presenting as well and coherent.	<b>Action:</b> First aid administered, generic medium risk email sent. Give option for parent/carer to call for further information or to speak to class teacher at home time
<b>High risk head bump</b>	-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
<b>Serious head bump</b>	-serious mark/wound/bump, child presenting as incoherent, sleepy, vomiting, etc.	<b>Action:</b> First aid administered, telephone call home informing parent/carer that an ambulance has been called.

## ACCIDENT PROCEDURE

<b>Low risk accident</b>	- no mark, slight red mark to very minor graze etc.	<b>Action:</b> First aid administered if required. Class Teacher/TA will inform parent/carer at home time.
<b>Medium risk accident</b>	– visible bleeding graze/wound, minor scrape, etc	<b>Action:</b> First aid administered, generic medium risk email sent advising of accident. Give parent/carer option to call for further information or to speak to class teacher at home time.
<b>High risk accident</b>	- 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
<b>Serious accident</b>	- unconscious, major bleed/cut/accident, anything Severe.	<b>Action:</b> First aid administered, telephone call made home informing parent/carer that an ambulance has been called.