



## Scarborough College

### HEAD INJURY POLICY

This is a whole College policy, including EYFS and the boarding community.

**Minor head injuries are common in children and do not usually cause any serious problems. They are often caused by a blow to the head and in the school environment this is usually due to a fall or sporting activity.**

Every minor head injury is different and Scarborough College acts in a 'play safe' manner in the assessment and management of head injuries sustained in school. The advice below gives details of what signs and symptoms should be looked for in children who have hit their heads in school and when medical advice should be sought.

A head injury is defined as 'any trauma to the head other than superficial injuries to the face' NICE Head Injury Guidelines 2007 and update 2014 (CG176).

Common minor symptoms after a head injury:

- Bump or bruise on the exterior of the head
- Nausea or vomiting once soon after the injury
- Mild headache, younger children may show only irritability
- Mild dizziness
- Feeling generally miserable/off colour
- Loss of appetite
- Increased tiredness
- Lack of interest/concentration

If a child sustains a head injury whilst in school an ice pack should be applied immediately to any bump or bruise, if there is an open wound a pressure bandage should be applied. The child should then be escorted by an adult to the Health Centre or the School Nurse or a first aider should be called to the incident to be assessed.

An accident form should be completed and sent to the Health and safety co-ordinator. A notification of head injury form must be sent home with the child, these forms are available from the Health Centre. In addition, parents may be notified by phone following any minor head injury to their child, and invited in to inspect the injury if deemed appropriate. If a boarder sustains a head injury the duty house staff must be informed and sent a notification of head injury form.

First aiders must ensure they inform the School Nurse as soon as possible and forward the completed accident form to the Health and Safety co-ordinator.

Minor head injuries should not require treatment and most children make a full recovery, however occasionally a child who is thought to only have a minor head injury can develop complications within the following 24 – 48 hours afterwards. School staff must remain vigilant and take the appropriate action if the child develops a problem. If the child develops any of the following symptoms medical advice must be sought and the child taken to A&E by parents or school staff:

- Suffered any loss of consciousness
- Complains of a headache that is not relieved by analgesia
- Any episodes of vomiting
- Change of behaviour being more irritable
- Problems with memory
- Been drinking alcohol or taking drugs
- Has a blood clotting disorder
- Pupils become unequal or unreactive to light stimulation

If after a head injury a child remains unconscious or fits, an ambulance should be called immediately and the parents contacted.

**Acknowledgements to: -**

National Institute for Health and Care Excellence (NICE) CG176

NHS Choices.

**Policy Prepared by:**

Linda Pinkney – Registered Nurse

Person Responsible for Updates	Date Last Reviewed	Next Review Due
Linda Pinkney	September 2021	August 2023



## Scarborough College

### HEAD INJURY AND TREATMENT PROTOCOL

Minor head injuries are common in children and do not usually cause any serious problems. They are often caused by a blow to the head and in the school environment this is usually due to a fall or sporting activity.

Every minor head injury is different and Scarborough College acts in a 'play safe' manner in assessment and management of head injuries sustained in school. The advice below gives details of what signs and symptoms should be looked for in children who have hit their heads in school and when medical advice should be sought.

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If a child sustains a head injury whilst in school an ice pack should be applied immediately to any bump or bruise, if there is an open wound a pressure bandage should be applied. The child should then be escorted by an adult to the medical centre or the School Nurse a first aider should be called to the incident to assess the casualty.

An accident form should be completed and sent to the Health and Safety Co-ordinator. A '**notification of head injury**' information leaflet must be sent home with the child, these leaflets are available from the medical centre. In addition parents may be notified by telephone call following any minor head injury to their child and invited in to inspect the injury if deemed appropriate. If a boarder sustains a head injury the duty house staff must be informed and sent a notification of head injury form.

First aiders must ensure they inform the School Nurse as soon as possible.

Most children make a full recovery, however if the child loses consciousness, has a persistent headache or a change in behaviour notify the School Nurse or take them to the nearest Accident and Emergency department.



## Scarborough College

### APPENDIX 1

### Head Injury

Name:

Date:

Time:

**Treatment:**

**Medication:**

Administered at:

#### **Head Injury**

If you have suffered a head injury, we will have assessed you to detect any immediate problems. Most blows to the head do not lead to serious complications, however careful observation for 24 hours by an adult is recommended as some complications are not immediate.

#### **Common Symptoms**

Slight headache, decreased appetite, increased tiredness, nausea, persistent vomiting.

#### **Abnormal Symptoms**

Unconscious or lack of full consciousness, any confusion, drowsiness, problems understanding or speaking, clear fluid or bleeding from ears, loss of balance or problems walking, weakness in arms or legs, any fits, collapsing or passing out suddenly, painful headache or vomiting.

**If you notice any of the abnormal symptoms please attend your nearest A and E department immediately.**

Seen by:

School Nurse / Health Care Assistant.