



Wallsend Jubilee Primary School

Bumped Head Procedure

Governance	Chair Of Governors
Version	1
Policy Officer	David Harrison
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Statutory	

Version History Log

Version 1	Description of Change	Date/Author
Version 2		

Bumped Head Procedure

A minor head injury can be a frequent occurrence in the school playground. Fortunately, the majority of head injuries are mild. This procedure outlines Wallsend Jubilee Primary School's approach to management of head injuries.

If a child has a bumped head at school, they should be reviewed by a member of staff who has completed an appropriate first aid qualification who will:

- Assess the head injury and provide appropriate first aid in line with guidelines and training.
- Complete a 'Bumped Head' form to record details of the injury.
- Further action and communication to parents is as follows:

Minor bump where there is no visible injury:

- Sticker on child
- Copy of letter to go home
- Parentmail message to advise parent that child has bumped head but is well enough to stay in school with advice attached.

Bump where there is a visible swelling, cut or bruise but child is deemed well enough to remain in school:

- Sticker on child
- Copy of letter to go home
- Phonecall to parent to advise, with voicemail left if no answer.

CONTACT PARENT/CARER for pick-up and to recommend medical treatment at A&E if:

- Bruise, swelling or cut larger than 5cm
- They have an open wound
- They have been unconscious but are now conscious
- There is a noticeable change in behaviour
- They have a headache that will not go away
- They have been sick since the injury
- They have a blood clotting disorder, or any other serious medical condition.

Should it not be possible to contact parent, school may consider transporting the child to A&E.

EMERGENCY CALL TO 999 (and immediate contact to parent/carer):

- They are unconscious
- They have difficulty staying awake / keeping eyes open
- They have a fit / seizure
- They have fallen from a height more than 1 metre or 5 stairs
- They have problems with vision / hearing
- They have clear fluid coming from ears or nose
- They have a black eye without injury to the eye
- They have bleeding from their ears or bruising behind ears
- They have problems with walking, balance, understanding, speaking or writing
- A head wound with something inside it or a dent to the head.

Bumped Head Letter

Child Name:	Date	
Class:	Time	
Initially reported to	First Aider	
Incident Location: Incident Details:	Injury location (on head): Injury details: Bruise / swelling / cut / graze Other:	

Dear Parent / Carer,

Your child bumped their head at school today. Please observe your child for the next 24 hours for any symptoms of concussion. These symptoms can include:

Headache	Blurred Vision	Weakness	Dizziness
Sleepiness	Decreased balance	Slurred speech	Confusion / irritability
Nausea	Vomiting	Change in behaviour	

If any of these symptoms appear, please call 111 for advice, or 999 in an emergency and take this letter with you.

Action taken

- ☐ At the time of treatment, your child appeared to be well enough to remain in school and was given a sticker and this letter to inform parent / carer. (Parentmail message sent).
- ☐ At the time of treatment, your child appeared to be well enough to remain in school and was given a sticker and this letter to inform parent / carer. Due to a **visible injury** we have also **contacted you by phone**.
- ☐ At the time of treatment, your child was considered to require further assessment and we **contacted carer / parent by telephone to advise to seek urgent medical advice and provide 1:1 supervision (A&E)**.
- ☐ Other: _____

Yours sincerely,

First Aider

PLEASE PHOTOCOPY FORM. FILE ONE IN OFFICE AND SEND ONE HOME WITH