



## Head Injury Policy

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### **Illuminate AP Head Injury Policy**

At **Illuminate AP**, we take the management of head injuries very seriously. This policy should be read alongside our **Health and Safety Policy**. Injuries to the head can occur in a variety of situations within our provision, such as when a pupil's head impacts a hard object like the floor, a desk, or another pupil's body. The potential risk is particularly high during physical activities, such as in the playground or during sports.

**Concussion** refers to a disruption in the brain's normal functioning, often resulting from a blow to the head or a sudden shaking of the head. It is important to understand that a concussion can occur without the person losing consciousness. The risk of injury depends on factors like the speed and force of impact, the part of the head involved, and any pre-existing medical conditions.

Symptoms of concussion may not appear for several hours or even days, and in some cases, symptoms can develop weeks after the initial injury. While a single concussion may not result in permanent damage, repeated head injuries can have serious consequences, especially if the first injury has not fully healed. It is critical for pupils to report any head injuries and for them to be honest about their symptoms with staff, parents, and medical professionals.

**Children are at the highest risk for concussion**, and any head injury can significantly affect their developing brain.

All staff at **Illuminate AP** are made aware of the risks associated with head injuries and concussions, and we have procedures in place to ensure the safety and well-being of our pupils.

### **Measures to Reduce the Risk of Head Injury or Concussion**

At **Illuminate AP**, we take proactive steps to reduce the risk of head injuries, including:

- Regular audits of the school environment to minimise the risk of accidents.
- Ensuring pupils are **healthy and fit** to participate in activities.
- Teaching and reminding pupils about **safe play** and requiring them to follow staff guidance at all times.
- Ensuring pupils wear **appropriate clothing and footwear** during physical activities and sports.
- Maintaining equipment to ensure it is in **good condition** and used correctly.
- Ensuring **qualified first aiders** are present at every site and that all staff can recognise the symptoms of concussion and are vigilant in monitoring pupils.

If an accident occurs, the incident is promptly documented in an **accident form**, which is emailed to parents the same day, along with a phone call to inform them of the injury.

### **Symptoms of Head Injury or Concussion**

Staff should be aware that the symptoms of concussion can include, but are not limited to:

- **Headache**, nausea, or vomiting
- **Memory problems**, confusion, or disorientation
- **Visual problems**, such as blurry vision
- **Hearing problems** (e.g., tinnitus)
- **Dizziness** or problems with balance
- **Fatigue** or sensitivity to light/noise
- **Numbness**, tingling, or weakness
- **Difficulty following instructions** or **slurred speech**
- **Unsteady mobility** or a **vacant stare**
- **Loss of consciousness, seizures, or sleeping difficulties**

## Managing a Head Injury

If a pupil sustains a minor bump to the head with no immediate symptoms (i.e., no bruising, swelling, dizziness, or nausea), the following actions will be taken:

1. **First Aid:** The pupil will be assessed by a **First Aider**, and a cold compress will be applied.
2. **Incident Reporting:** An accident form will be completed and sent to parents/carers, and the incident will be logged on **CPOMS**.
3. **Information Sharing:** Staff will share information about the injury with other staff members working with the child.
4. **Observation:** Staff will continue to observe the pupil. If symptoms develop, they will follow the protocol for minor head injuries.

## Action for Minor Head Injury

If a pupil sustains a **minor head injury** (with no loss of consciousness), staff will:

- Apply an **ice pack** to the swelling.
- Ensure the pupil is **monitored** closely and not left alone.
- Complete an **accident form**, inform parents by phone, and log the incident on **CPOMS**.

## When to Call an Ambulance for a Head Injury

An ambulance will be called if any of the following occur:

- The pupil is unconscious or not fully conscious.
- The pupil shows any new symptoms, such as confusion, difficulty speaking, or loss of feeling in part of the body.
- There is any suspicion of a **skull fracture** or penetrating head injury (e.g., clear fluid from the ears/nose, bruising behind the ears, or bleeding from the ears).

- The pupil has a **seizure** or any high-energy injury (e.g., a fall from height or being struck by a vehicle).

If a **neck injury** is suspected, staff will:

- **Not move the pupil.**
- Call **999** for an ambulance.
- Ensure the pupil is not left alone.
- Notify the parents immediately by phone.
- Complete an accident form and log the incident on **CPOMS** once the situation has stabilised.

### **Additional Precautions**

- **First aid kits** are readily available in all areas and are checked regularly.
- **First aid grab bags** will be taken on all off-site trips.
- Pupils with a suspected head injury will be assessed by a **First Aider** and not allowed to return to physical activities or sports until they are symptom-free.
- Parents are encouraged to share any medical concerns about their child with staff, either during handover, via a communication book, or by phone.

**Head injuries and the risk of concussion must be taken extremely seriously.**

**Reviewed by:** Rebecca Freeman

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