



Sacred Heart RC Primary School, Battersea

BUMP TO HEAD INJURY POLICY

Approved By	Governors
Reviewed On	March 2026
Review Due	March 2027
Review Cycle	Annually

Minor Bump to Head

A minor bump to the head is common in children, particularly those of younger school age. If a child is asymptomatic (*i.e. there is no bruising, swelling, abrasion, mark of any kind, dizziness, headache, nausea or vomiting*) and the child appears well, then the incident will be treated as a 'bump' rather than a 'head injury'.

A call should be made home to parents to notify of **all** head bumps and head injuries. This does not mean the child requires medical attention or needs to go home, rather it is to ensure parents are aware of all head incidents.

(Any significant cut or mark to a child, particularly on the face or head is also a call home to notify parents). Incident forms should be completed for all head bumps, head injuries and significant marks/cuts in addition to the call home.

Action to be taken in school for a 'Bump' to the Head:

- Child to be assessed by a First Aider – apply cold compress
- If a child is asymptomatic/ presents as their usual self, complete incident form thoroughly for parents and call parents
- Copy of the incident form given to class teacher-to be sent home same day.
- Class teacher to observe - If pupil begins to display **Minor Head injury** symptoms, follow Actions to be taken detailed below (if unsure, always consult a colleague).

Minor Head Injury – No Loss of Consciousness

A minor head injury often just causes bumps, swellings or bruises on the exterior of the head.

Other Symptoms Include:

- Nausea
- Mild headache
- Tender bruising or mild swelling of the scalp
- Mild dizziness

Action to be taken in school for a 'Minor Head Injury':

- Ice pack/cold compress to swelling
- Observation
- Incident form to be completed
- Report to class teacher
- Parent informed by phone call

Severe Head Injury – Loss of Consciousness

A severe head injury will usually be indicated by one or more of the following symptoms:

- Unconsciousness briefly or longer
- Difficulty in staying awake
- Seizure
- Slurred speech
- Visual problems
- Difficulty in understanding what people are saying
- Balance problems
- Loss of power in arms/legs/feet
- Pins & needles
- Amnesia
- Leakage of clear fluid from nose or ears
- Bruising around eyes/behind ears

Action to be taken by school:

- Suspect there is a neck injury if unconscious and do not move the child
- CALL 999 FOR AMBULANCE
- Notify parent by phone
- Complete borough's online accident form

For more information please view <https://www.nhs.uk/conditions/head-injury-and-concussion/>