

Policy for Head Bumps in School

Milton Road Primary School



Where Learning is an Adventure

We want our children to be happy and healthy today, fulfilled in the future and able to make their world an even better place.

Approved by:	Rae Snape	Date: March 2026
Reviewed on:	Jenny Willman & Fiona Brown-Roche	Date: March 2026
Next review:		Date: March 2027

A minor head injury can be a frequent occurrence in a school. Fortunately, the majority of head injuries are mild and do not lead to complications or require hospital admission. However, a small number of children may suffer from a severe bump which might lead to concussion. Complications such as swelling, bruising or bleeding can happen inside the skull or inside the brain up to 24 hours after the bump to the head.

The presence or absence of a lump at the site of the bump is not an indication of the severity of the head injury, however if you feel the bump or impact to the head isn't classed as a concern then the following procedures apply.

1. Minor bump to head

A minor bump to the head is common in children, particularly those of infant school age. If a child is asymptomatic: No bruising, swelling, abrasion, mark of any kind, dizziness, headache, nausea or vomiting. The child appears well, then the incident will be treated as a "bump" rather than a "head injury"

Action to be taken:

- Child to be assessed by a First Aider.
- Apply cold compress.
- Complete medical tracker. If you are unable to log the incident, please ensure you write details of the event down and hand into the front office as we can log the incident on your behalf.
- Report to Teacher/TA in class to ensure they are aware of the incident.
- Front Office is to phone the parents to ensure they have been made aware of the incident.

2. Minor head injury – no loss of consciousness

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

Other symptoms:

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

Action to be taken:

- Child to be assessed by a First Aider.
- Apply cold compress.
- First Aider to speak with First Aid Lead.
- Complete medical tracker. If you are unable to log the incident, please ensure you write details of the event down and hand into the front office as we can log the incident on your behalf.
- Observation
- No physical activities
- Report to Teacher/TA in class to ensure they are aware of the incident.
- Front Office is to phone the parents to ensure they have been made aware of the incident and inform them to pick up child.

- Verbal/letter

Severe head injury

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 problem.
- Loss of power in arms/legs/feet.
- Pins and needles.
- Amnesia.
- Leakage of blood or clear fluid from nose or ears or blood.
- Bruising around eyes/behind ears.

Action to be taken:

- Child to be assessed by a First Aider.
- If there is a neck injury and child is unconscious DO NOT move child.
- Call 999 and ask for AMBULANCE. Staff members can use their own mobile phone. OR send your RED EMERGENCY CARD to another Adult so they can assist.
- First Aider to speak with First Aid Lead.
- Inform the Front Office so contact with Parents can happen immediately.
- Inform Head teacher
- Member of SLT and First Aider to be with child at all times.
- Complete medical tracker. If you are unable to log the incident, please ensure you write details of the event down and hand into the front office as we can log the incident on your behalf.

The bumped head policy also applies to all adults and visitors to our school site.