

### 'Bump on Head' Procedures

**CHILD** should be administered to first

- area of head checked, cold compress and/or ice applied to swelling as appropriate

**IF BLEEDING IS OCCURRING** area should be cleaned if possible with mediwipe and dressing applied until bleeding stops. If bleeding is **extensive** and does not **subside** an ambulance should be called, dressing should be held in place with pressure to limit bleeding whilst waiting for paramedics. Parent/guardian/carer should be contacted.

Plastic gloves should be worn for own protection and all waste should be sealed in plastic bodily spillage bag.

Blood spillages should be cleaned up as other bodily spillages.

Accident report must be filled in.

- 'bump on head' sticker should be issued
  - 'bump on head' book should be filled in
  - standard letter issued
  - class teacher should be informed and asked to monitor child for rest of day.
- If child exhibits further related symptoms e.g. severe headache, sickness, sight problems, parent/guardian/carer will be contacted by Mrs. Fahy/Mrs. Elliott immediately and medical help sought.

Initial date of procedure: February 1997  
Procedure last reviewed: July 2018

It is the intention to review this policy annually.