

Storyy AP Head Injury Policy

Storyy AP takes the management of risks of head injuries very seriously. This policy should be read in conjunction with the Health and Safety Policy.

Injuries to the head can occur in many situations in any of our provisions, when a pupil's head meets a hard object such as the floor, a desk, or another pupil's body. The potential is probably greatest during activities where collisions can occur such as in the playground or during sports activities.

Concussion is a disturbance of the normal working of the brain without causing any structural damage. It usually follows a blow directly to the head, or indirectly if the head is shaken when the body is struck. It is important to recognise that it is not necessary to lose consciousness to sustain a concussion following a blow to the head. The risk of injury is dependent upon the velocity, force of impact, part of the head involved in the impact, and any pre-existing medical conditions.

Symptoms may not develop for some hours, or even days, after a blow to the head, and in rare cases can develop weeks after a head injury. Whilst an initial concussion is unlikely to cause any permanent damage, a repeat injury to the head soon after a prior, unresolved concussion, can have serious consequences. Children must be encouraged to report any suspected injury and to be honest with themselves, parents, Storyy AP staff and medical staff for their own protection.

Children are at greatest risk of concussion, and this can have a serious impact on a child's developing brain.

All Storyy AP staff have sight of and awareness of this risks associated with blows to the head.

Measures to reduce risk of Head Injury/Concussion

The provision environments are audited regularly to minimise the risk of sustaining any injuries.

Staff are encouraged to take the following steps to minimise the risk of any potential head injuries:

- Pupils should be healthy and fit to attend the provision.
- Pupils are taught/reminded about safe play and are expected to follow guidance from staff.
- Pupils always wear the right clothing for sports activities and suitable shoes when playing on climbing equipment or playing sports.
- Any equipment should be in good condition and used correctly.
- Qualified first aiders are present on every site, in addition all staff are able to recognise signs and symptoms of concussion and are vigilant in monitoring pupils accordingly.
- Accident forms are completed promptly and with sufficient detail. These are sent home to parents via email the same day and should be completed in conjunction with a phone call to parents/carers.
- Every head injury is taken seriously.

Symptoms of Head Injury / Concussion

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

Headache

Hearing problems/tinnitus

Nausea and vomiting

Memory problems

Disorientation

Visual problems

Problems with balance and dizziness

Fatigue and drowsiness

Sensitivity to light and noise

Numbness or tingling sensation

Slow to follow instructions or to answer when spoken to

Poor balance and poor hand-eye coordination

Poor concentration

Slurred speech

Vacant stare

Unsteady and shaky mobility

Loss of consciousness

Seizures or convulsions

Sleeping difficulties

Problems with waking up

Appearing confused and disorientated

Weakness or numbness in a part of the body

Inappropriate emotions, such as irritability or crying

Managing a head injury

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

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Action to be taken by Storyy AP for a 'Bump to the head'

- Child to be assessed by a First Aider – cold compress applied.
- If a child is asymptomatic, complete an accident form for distribution to parents/carers and log the incident on CPOMS
- Staff to share information about the injury with any other staff member working with the child
- All staff to observe - If pupil begins to display Minor Head injury symptoms, follow actions to be taken detailed below (if unsure, always consult a colleague or qualified first aider).

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 can include those listed above.

Action to be taken by Storyy AP for a 'Minor Head Injury'

- Ice pack/cold compress to swelling.
- Observation and monitoring – pupil should not be left alone.
- Accident form to be completed for distribution to parents/carers and log the incident on CPOMS
- Parent informed by phone call.

When to call an ambulance in relation to a head injury?

1. Unconsciousness or lack of full consciousness, (for example, problems keeping eyes open).
2. Any noticeable symptoms since the injury (examples include problems understanding, speaking, reading or writing; loss of feeling in part of the body; problems balancing; general weakness; any changes in eyesight; and problems walking).
3. Any suspicion of a skull fracture or penetrating head injury (for example, clear fluid running from the ears or nose, black eye with no associated damage around the eye, bleeding from one or both ears, new deafness in one or both ears, bruising behind one or both ears, penetrating injury signs, visible trauma to the scalp or skull).
4. Any seizure ('convulsion' or 'fit') since the injury.
5. A high-energy head injury (for example struck by motor vehicle, a fall from a height)

If Storyy AP staff suspect a child has a neck injury do not move the child.

- CALL 999 FOR AMBULANCE
 - Do not leave child alone.
 - Notify parent by phone.
- Complete accident form and log on Cpoms once the emergency situation has passed.

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Additional Precautions

- Fully stocked first aid kits are available in all provisions and checked regularly. A first aid grab bag should be taken on all off-site trips.
- Pupil to be seen by the first aider for injuries to be assessed and treated.
- Ensure a safe, and where possible, private, environment for treatment/assessment.
- Decision to be made regarding the need for an ambulance, further assessment or treatment by a trained first aider or first responder.
- The staff member witnessing the injury/incident should complete the injury/accident form if child needs to go to hospital
- A pupil with a suspected Head Injury or Concussion should not be allowed back outside to play or join in with sports.
- Pupils should have complete rest until symptom free.
- Parents are encouraged to report any medical concerns about their child at hand over, via a communication book or telephone call.

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

Reviewed by : Natalie Lee

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