Appendix 1 - Head Injury Flow Chart

Does the student have one or more of the following?

Unconsciousness briefly or longer : Difficulty in staying awake : Seizure : Slurred speech : Visual problems including blurred or double vision : Confusion (Rule out by asking date, where they are what tutor group they are in) Balance problems : Loss of power in arms, legs or feet : Pins and needles : Amnesia : Leakage of clear fluid from nose or ears : Bruising around eyes/behind ears : Vomiting repeatedly : Neck pain

Has the child had brain surgery in the past?

Has the child got a clotting disorder?

YES

SEVERE HEAD INJURY

If unconscious, suspect neck injury and do not move the pupil.

CALL 999 FOR AMBULANCE

Notify parent asap (call all telephone numbers and leave a message) Repeat every hour

If the ambulance service assess the pupil and determine that no ambulance is required, pupil is to be sent home

Parents (via Arbor), and student, to be given head injury advice sheet

Medical room staff to update CPOMS and Daily Incident Log

Sports Head Injury policy on return to play to be in place on return to school.

NO

Has the child got bruising, a mark, swelling, abrasion, dizziness, headache, confusion, nausea or vomiting ?

YES

NO

ASYMPTOMATIC

- First Aider to observe for a minimum of 15mins. if no change pupil can return to class.
- Email all staff to alert of a head bump and to monitor for any changes in condition
- Record the episode on Matron Daily Incident Log

Deterioration

MINOR/MODERATE HEAD INJURY

- Administer paracetamol if needed for pain relief (in line with parental consent on medical form)
- Contact parent to notify of head injury and communicate plan of action.
- Rest
- Observation - complete observation checklist and repeat every 15mins until the child feels better or parent collects . If symptoms subside—return to class.
- Parent informed by Arbor requesting that they read the attached head injury advice letter and give a copy to the student.
- Email all staff to alert of a head bump and to monitor for any changes in condition
- Update the episode on CPOMS including how the injury occurred.

Deterioration