**Castlemilk Day Nursery**

**Bumped Head Practice and Policy**

Children frequently sustain minor head injuries but it is nonetheless important that procedures are in place for reporting any head injury, and that there is clear understanding of what symptoms and signs should be looked for in children who have hit their head whilst at Nursery.

If after a head injury a child remains unconscious or fits, an ambulance should be called immediately and the parents contacted. If a child suffers from any of the following symptoms medical advice must be sought and, if advised, the child should be taken to see either their GP or to A&E by the parents or by nursery staff:

* Loss of consciousness
* Vomiting
* Sleepiness
* Fits or abnormal limb movements
* Persisting dizziness or difficulty walking
* Strange behaviour or confused speech

In this event Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) must also come into effect.

In ALL cases the child will, after appropriate treatment, be given:

* Phone call to parent informing them immediately about the incident.
* Record incident in First aid book with details of how the child bumped their head and how it was treated.
* Head injury letter sent home to parents/carers with advice of any signs of symptoms for further treatment.

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| This policy was rewritten in: | September 2018 |
| Date for review: | September 2020 |