



Early Years Bump to the Head Procedure

Children often bump their heads during play, and most of the time, they quickly recover and continue their activities. However, any bump to the head is treated seriously. Staff will always monitor the child after such an incident to ensure there are no signs of a more significant injury.

If the bump is more forceful, there may be swelling, bruising, or a small cut. The child may also show symptoms such as a headache or nausea. In these cases, staff will observe the child closely and follow the steps below.

Procedure

- Attend to the child immediately and ask another staff member to fetch an ice pack.
- Apply the ice pack gently to the affected area and comfort the child.
- Inform the Early Years Lead and staff of the incident.
- Observe the child closely and look for any of the following warning signs:
 - Paleness
 - Loss of interest in food or play
 - Loss of consciousness
 - Complaints of a severe headache
 - Signs of dizziness
 - Drowsiness
 - Vomiting
 - Any fluids coming from the nose or ears
- A decision will be made by the Early Years Lead and staff on whether the child requires hospital treatment. Parents will be informed immediately.
- If the child requires hospital treatment, staff must complete the insurance form with the secretary. This process must not delay the child's treatment or hospital transfer.
- If the child is well enough to remain at school:
 - Parents will be informed of the incident.
 - The child will be observed closely for the rest of the day.
 - An observation form will be completed every 20–30 minutes to record any changes in behaviour or condition.
- Complete the Accident Form — any staff witnesses and the Early Years Lead and staff must also sign.
- Ensure the parent or carer is informed at collection time. Both the Accident Form and Observation Form must be signed by them.
- Provide the parent with an informative letter detailing that their child has had a bump to the head, what symptoms to monitor at home, and when to seek medical advice.

Equipment and Records

- Ice packs are stored in the Freezer in the Early Years Kitchen.
- Each class has an Accident File, which must be kept in a locked cupboard within the classroom.

Updated: October 2025

To be reviewed: October 2027

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Agreed Date:	October 2025		
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Review Date:	October 2027		