

# St Faith's

Church of England  
Infant and Nursery School

## Head and Facial Injury Procedures

"Our inclusive St Faith's family strives to enable all to achieve their full potential and inspire a community of hope and friendship. We seek excellence by ensuring a safe, respectful and flourishing learning community, where differences are celebrated and our genuine love and high expectations make a difference to all."

*Oscar Romero .... "Aspire not to have more, but to be more."*

If a child has a visible facial mark or injury on entering school, a member of staff will ask the parent or carer to fill in our Facial Injury Notification form (appendix A). Once this has been filled in, it will remain in the classroom for the day and then be passed onto the headteacher at the end of the day. All class staff and relevant school staff e.g. lunch staff, will be informed of the injury, as required.

### **Head and facial bumps during the school day and at Fireflies**

#### **Inform office staff of any head/facial bumps straight away.**

Office staff or a member of the class team will email or call home to inform parents/carers that this has happened. This DOES NOT replace filling in the accident book for the duplicate form to go home but is an additional measure to ensure parents are aware that a bump to the head or face has taken place, in case for some reason, they do not see the letter in the book bag, or it gets left in the child's tray.

The email or phone call will explain what has happened and reassure the parent/carers that the child is fine, but we will be in touch if anything changes.

If the child appears at all unwell or we have any concerns, this will be conveyed in a phone call, and a parent will be asked to pop to school to take a look themselves.

Office staff or a member of the class team will note down on the accident form to go home when they have contacted the parent/carers and will authorise/countersign the accident form.

The designated First Aider will also be informed in the case of serious injuries.

**If staff are concerned, they will strongly recommend that the parents/carers come to school to check on their child. For facial injuries, if teeth have become wobbly, parents/carers will be asked to come to school to check their child.**

If the head injury is very minor e.g. is a slight knock to the head, the incident has been witnessed by an adult and we are sure that no further action is needed, a ScholarPack message will not be sent. Every head injury, bump or knock is considered case by case.

If the accident happens at break or lunch time, the class teacher/TA will be informed of what has happened so that they are aware and know to be vigilant. The class teacher/TA will check the child and will countersign/authorise the first aid book if parents/carers are not being contacted. Likewise, information will be passed to lunch staff or any other adult who might be supervising that child during the day, so that they can be vigilant.

**The child will be monitored throughout the day and any changes reported to parents/carers via email or phone call.**

**PLEASE BE AWARE THAT QUIET/LESS CONFIDENT CHILDREN MAY NOT TELL YOU THAT THEY FEEL UNWELL, SO PLEASE BE ESPECIALLY VIGILANT IN ANY CASES OF BUMPED HEADS OR FACES.**

In all cases, the names of the children who have had a head bump are written on a board outside of the school office. This alerts all staff who has had a bump, and all are extra vigilant around that child.

If a child experiences a knock, bump or blow to the head, sit them down, comfort them, and make sure they rest. You can hold a cold compress to their head. If they have a mouth injury, you may wish to administer an iced lolly, if appropriate. This will soothe the area and soothe the child.

The symptoms of a minor head injury are usually mild and short-lived. They may include:

- a mild headache
- nausea (feeling sick)
- mild dizziness
- mild blurred vision

If a child's symptoms get significantly worse, take them straight to the accident and emergency (A&E) department of your nearest hospital or call 999 for an ambulance.

Symptoms of a **severe head injury** can include:

- **unconsciousness** – where a person has collapsed and is unresponsive, even for a brief period of time
- **concussion** – a sudden but short-lived loss of mental function that occurs after a blow or other injury to the head; a person with concussion may have a glazed look or appear confused, but won't necessarily be unconscious
- **fits or seizures**
- **difficulty speaking or staying awake**
- **problems with the senses** –such as hearing loss or double vision
- **repeated episodes of vomiting**
- **blood or clear fluid coming from the ears or nose**
- **memory loss (amnesia)**
- **sudden swelling or bruising around both eyes or behind the ear**
- **difficulty with walking or co-ordination**

Dial 999 immediately to request an ambulance if you're with someone who experiences any of these symptoms after sustaining a head injury. Alternatively, take them immediately to your nearest accident and emergency (A&E) department.

You should also go to hospital if someone has injured their head and:

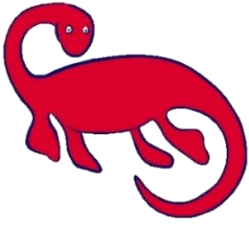
- the injury was caused by a forceful blow to the head at speed, such as being hit by a car or falling one metre or more
- the person has had previous brain surgery
- the person has had previous problems with uncontrollable bleeding or a blood clotting disorder, or is taking medication that may cause bleeding problems, such as warfarin
- the person has been drinking alcohol or has taken drugs
- the injury wasn't accidental – for example, you deliberately hurt yourself or someone else hurt you on purpose

**In summary:**

- Treat the pupil(s)
- Complete the accident book and duplicate form for home
- Inform the office staff as soon as possible
- Contact parents immediately, via email or phone call, as applicable
- If you are extremely concerned at the severity of the injury, dial 999, then call parents
- Inform teacher/TA/lunch staff/other supervising adults
- Be vigilant for **any signs** outlined above

First Aid boxes are routinely checked to ensure that they are fully stocked. Cold packs are kept in all fridges around the school for use for head bumps. Emergency disposable cold packs are also available at all times.

Reviewed and read by all staff:	October 2025
Signed (Designated First Aider)	Jenny Jones
Signed (Headteacher)	Amanda Konrath
Review Date	September 2026



# St Faith's

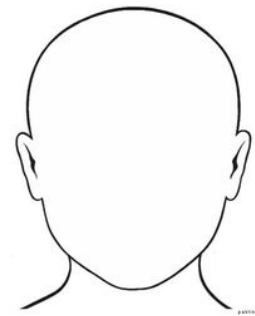
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## Appendix A Facial Injury Notification

This note is to inform the staff in school that your child has suffered a facial injury out of school. Please fill in the information below. Thank you.

Name of child: \_\_\_\_\_

Description of the injury:



Cause of the injury:

Any follow up care required (by school or medical treatment):

Date: \_\_\_\_\_

Signed: \_\_\_\_\_ (Parent/carer)