

26th January 2026

Dear Parents/Carers,

RE: Head Bumps

We want to share important guidance regarding head injuries that may occur during the school day. A head injury refers to **any injury from the neck upwards**, including the face, nose, chin, ears, eyes, and forehead. If your child reports a head bump or head injury of any kind:

- They will be seen by a qualified first aider within **10 minutes** and supervised until assessed.
- The incident will be recorded on our system, and your child will be monitored closely throughout the day.

For bumps or bangs to the head:

- A second first aider will check on your child approximately **one hour after the incident**.
- We will contact you by phone as soon as possible to inform you of the situation. We will most likely ask you to come into school to check on your child.
- When your child goes home, you will receive a **Head Injury Fact Sheet** and an accident notification slip. This fact sheet explains symptoms to watch for over the next few days. All parents will receive a copy of this fact sheet via email in the coming week- this is for your reference to make informed decisions.

If the injury is minor (e.g., a scratch) and not a bump or bang:

- We will call you as a courtesy to inform you, but you will not need to come in unless symptoms develop.
- The class teacher will be informed and will keep a close eye on your child.

Please note:

- When you receive a phone call from the school, we will provide factual information on the incident and the injury. School will not give clinical opinions or diagnose the injury.
- If your child develops symptoms after you receive the initial phone call, we will reassess them and contact you again immediately. Please ensure that your contact details including emergency contacts are updated via the Arbor App. Your child's safety and wellbeing are our priority. If you have any questions about this process, please contact the school office.

Kind regards,

Ms Evans
Pastoral Leader