**Busy Bodies Child Care Centre Ltd**

**Head Injury Policy**

Head injuries can be very serious and we need to ensure that the child’s parent/carer is fully informed in regards to what has happened. If a child or young person has a head injury then a first aider will be informed immediately. The first aider will comfort the child and administer any first aid that is required. Once the child is settled the first aider will make a decision whether an ambulance is required and will call the child’s parent/carer.

If the first aider believes that an ambulance needs to be called as the child needs immediate medical attention, they will do this. After the 999 call they will call the child’s parent/carer or if they are unavailable the child’s emergency contact. If the child does not need an ambulance and they are settled the first aider will write a report of what happened in the accident book. They will record the time of any accident, what happened, where any injury / injuries were and what first aid was administered. The first aider will inform the child’s key worker and the key worker will then fill in a “head injury notification” form and glue it into the child’s home diary. The form explains the symptoms that the child’s parent/carer should look out for and informs them if the child develops any of these symptoms then they should seek medical attention immediately.

The first aider and key worker will then make a decision whether or not to call the parent/carer and let them know or wait to explain it to them when they arrive. This will be decided on a case by case basis.

It is vitally important that whoever picks up the child signs the accident book and is fully informed about what has happened. If whoever picks up the child is not the child’s primary carer then we need to ensure that they pass the information on to the child’s primary carer. If any concerns that the message may not be passed on are felt then we will make sure that we get hold of them via the telephone to ensure they fully understand what has happened to their child.

This policy and procedure will be reviewed annually.

Updated on ………………………………………….. By …………………………………………………………..

This policy has been read, understood and signed by all the staff.

Signed ………………………………………………… Signed…………………………………………………

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