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RATIONALE

At Greenwith Primary School, we aim to provide a safe environment for all students. We have an obligation to ensure parents and caregivers are informed about first aid provided to their children. When accidents and/or injuries occur it is essential that a clear protocol is followed so that:

- students are treated appropriately with regards to timing and symptoms
- parents and caregivers are informed regarding the nature of the injury and the treatment given

SCOPE

A head bump is considered as any knock to the head from the neck up. It may occur through contact made in the classroom or yard with another student or object.

All staff are reminded every year of their responsibility in sending any student reporting a head bump to the front office for monitoring and treatment.

DETAIL

- Students are regularly reminded to report any head bump to:
 - their class or specialist teacher if it occurs during class time
 - a teacher on yard duty if the bump occurs before school, at recess, at lunch or after school
- The teacher receiving the report completes the school's first aid slip with the necessary information and sends the student to the front office with at least one other student.
- If the teacher determines the student is seriously injured then a phone call is made to the front office seeking immediate support.
- After assessing the seriousness of the injury, the front office staff will determine the level of first aid needed.
- An ambulance will be called if the front office staff have any concerns about their capacity to provide adequate emergency assistance.
- When a head bump is reported and treated by front office staff, in all circumstances parents and caregivers will be notified.
- The type and level of notification made to parents and caregivers will depend on the:
 - seriousness of the head bump
 - symptoms being displayed
 - responsiveness of the student involved
- The type and level of notification made to parents and caregivers will include:
 - a head bump stamp placed on the students hand
 - a first aid slip sent home with the student
 - an SMS message made to one parent or caregiver listed on the school emergency contact records (*for minor head bumps*)
 - a phone call to one parent or caregiver listed on the school emergency contact records (*for moderate to serious head bumps*)
- parents and caregivers contacted by phone will decide if they wish to come and assess and/or collect their child

REVIEW

This policy will be reviewed in 2022.