

Head Injury Protocol

Head injuries can occur at school. Head injuries can be on the spectrum from as simple as a minor bump on the head resulting in a goose egg, to a more serious injury resulting in a concussion. Following are the steps to take in the event of a head injury whether or not the nurse is in the building.

1. If a student comes to the playground aid, teacher, or office staff member, the child should be sent to the office, and should have ice placed on their head at the site of injury.
2. Ask student how injury happened to determine mechanism of injury.
3. Watch student for 10-15 minutes to determine if they show any symptoms of a serious head injury, which can include repetitive questions, c/o headache, confusion. (Student should be sent home if symptoms of head injury are present).
4. Notify parent by email or phone call of student's injury.
5. Fill out Head Injury Notification Form and send home with student.
6. Notify teacher of student's head injury, and instruct them to notify the nurse/office staff of any changes in behavior over the next few hours.