

Head Injury Management Policy and Guidelines

Definition

Head injury is any trauma to the scalp, skull or brain resulting from direct or indirect force to the head, face or neck or from anywhere else in the body where force is transmitted through the head. Management of a head injury depends on its severity. You must consider how the injury was sustained when assessing and managing a head injury; any loss of consciousness is an important factor. Refer to the next page for symptoms of a head injury.

At school

1. If you are advised that a student has received a head knock, and you consider that there is a possibility of concussion, use [the Concussion Recognition Tool \(CRT6\)](#) to determine appropriate treatment. Call an Administration member, or the school's main number (62072300) and have the student escorted to the Medical Room. Parents will be contacted immediately.
2. If the head knock results in scrapes or lacerations, and you do not suspect the possibility of concussion, the child can be referred to the medical room where trained first aid staff are in attendance.
3. Any student who is provided with first aid has the details of treatment placed as a 'Chronicle Entry' on Compass. Parents will receive a notification of any first aid treatment that is given through the 'Parent View' of the chronicle entry.

Away from school (e.g. excursion, camp, sports fixture)

The Teacher in Charge must:

1. As soon as practicable refer the injured student to the nearest first aid post or medical facility. If in doubt, call an ambulance 000. Advise the Administration team and the students' parents/carer.
2. Report/handover must be to another adult who has a duty of care for the student i.e. the parent/s of the student or trained medical staff, with a verbal explanation of the injury accompanied by any written documentation available. Ascertain at handover that the student will be monitored for any changes in their condition and is taken to a medical practitioner for assessment as soon as possible.
3. The incident must be placed as a 'First Aid Provided' chronicle in Compass as soon as is practical.
4. If a concussion is diagnosed the student must be managed as per the instructions of parents or medical practitioners.

NORTH WOODVALE PRIMARY SCHOOL

Independent Public School

4 Chichester Drive, WOODVALE Western Australia 6026

T: (08) 6207 2300 • E: northwoodvale.ps@education.wa.edu.au

www.northwoodvale.wa.edu.au

ABN: 61 254 128 705

Symptoms of a Head Injury

Most head injuries are not serious but occasionally they can result in damage to the brain. It is recommended that you seek medical attention immediately if any of the following develop as a result of trauma to the head.

- Headache
- “Pressure in head”
- Balance problems
- Nausea or vomiting
- Drowsiness
- Dizziness
- Blurred vision
- Sensitivity to light
- Sensitivity to noise
- Fatigue or low energy
- Feeling like “in a fog”
- Feeling slowed down
- Difficulty remembering
- Difficulty concentrating
- Neck pain
- Nervous or anxious
- Sadness
- More irritable
- More emotional
- “Don’t feel right”

The Concussion Recognition Tool 6 (CRT6) is a simplified summary of the key signs and symptoms and ‘red flags’ that should raise a concern about a possible concussion.

In determining appropriate actions to take, the first and most important rule...

“If in doubt, sit them out”.

NORTH WOODVALE PRIMARY SCHOOL

Independent Public School

4 Chichester Drive, WOODVALE Western Australia 6026

T: (08) 6207 2300 • E: northwoodvale.ps@education.wa.edu.au

www.northwoodvale.wa.edu.au

ABN: 61 254 128 705

