



Grange Infant School

Grange Infant School

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14th October 2026

Dear Parent/Carers,

Updates to the Head Injury Process

Please see below updates to our Head Injury process.

Minor Head Bumps

For minor head bumps, with no observable injury, parents/ carers will receive an accident slip (HSF4.3) at the end of the day.

If symptoms become apparent during the day the parents/carers will receive a phone call from the school.

For all other head injuries, a 'Parent/ Carer Head Impact Injury Advice Form (HSF4.1)' will be completed and the process outlined below will be followed.

Suspected Level 1 – Minor Head Injury Symptoms

Where the following symptoms are observed, parents/carers will be communicated to via a phone call. The pupil will be kept under observation in school for any persistent or worsening symptoms. A form (HSF4.1) will be provided at the end of the day or upon collection.

Symptoms may include:

- Mild headache that resolves on its own or that resolves with rest or appropriate home care
- Slight dizziness
- Feeling nauseous or sick
- Appearing dazed or confused

In most cases, these symptoms are not usually indicative of a serious injury. Parents/carers may follow NHS guidance for managing a minor head injury at home or seek advice from NHS 111 where required.

Level 2 – Symptoms Requiring Further Medical Assessment

Parents/carers will be contacted and asked to collect the pupil from school. The pupil should be monitored at home, and a form (HSG4.1) will be provided on collection. Where parents/carers have been contacted to collect the pupil and seek further medical advice (e.g. GP, NHS 111, or A&E if advised).

Symptoms may include:

- Loss of consciousness (even if recovered)
- Vomiting after the injury



Grange Junior School

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- Persistent or worsening headache
- Changes in behaviour (e.g. irritability)
- Memory difficulties
- Existing medical conditions (e.g. blood clotting disorders)
- Use of blood-thinning medication
- History of brain surgery

Level 3 – Symptoms Requiring Emergency Response (Dial 999)

An ambulance must be called immediately if any of the following are observed:

- Loss of consciousness or difficulty staying awake
- Difficulty speaking, understanding, reading or writing
- Weakness, numbness, or loss of coordination
- Problems with balance or walking
- Changes in vision
- Clear fluid from ears or nose
- Bleeding from one or both ears
- New hearing loss
- Bruising around the eyes following the injury
- Visible damage to the skull or scalp
- Significant impact or high-force mechanism of injury (e.g. fall from height or down stairs)
- Seizure or convulsion

Further Advice

If further medical attention is required, please inform the school and share any advice provided by healthcare professionals. This will support us in monitoring your child's recovery. If you notice any of the symptoms listed above or have any concerns, please seek medical advice by contacting NHS 111 or your GP. Please take the school form with you if you seek medical attention, as it may assist healthcare professionals.

If any follow-up treatment or recovery instructions are provided, please share these with the school prior to your child's return.

Parents/carers should follow medical advice regarding return to school and physical activity. Any ongoing symptoms must be reported to the school. Pupils should avoid strenuous physical activity and activities that worsen symptoms until they are fully recovered.

If you have any issues regarding this process, please contact the school office.

Yours sincerely,



Mrs H Gordon
Headteacher
Grange Infant and Junior School