



# FARINGTON MOSS ST. PAUL'S C. E. PRIMARY SCHOOL

## **POLICY FOR INFORMING A PARENT OF A "BUMPED HEAD" SEPTEMBER 2017**

It is important that an incident which results in a bump on the head is dealt with immediately and that the correct recording and reporting takes place.

The procedure is as follows:

1. A bump on the head form should be completed and one section placed in the class accident register and the other section given to the child to take home. The section sent home must state clearly:

- The child's name
- The time of the bump
- The date

2. The child should be given a sticker to wear that is placed on the child's uniform so that it can be clearly seen.

3. The bump should be reported to the school office so that a telephone message can be given to parents.