



FIRST AID GARAGE

REAL TRAINING. REAL CONFIDENCE. REAL DIFFERENCE.

www.firstaidgarage.co.uk | 01204 588627 | info@firstaidgarage.co.uk

HEAD INJURY

Staff emergency action card



RED FLAGS OR SERIOUS CONCERN = CALL 999

MINOR BUMP: FIRST STEPS

- Stay calm. Check the child is responsive and breathing normally.
- Use a cold pack or ice pack wrapped in a cloth for short periods.
- Never put ice directly on skin. Observe for any change.

CALL 999 IF THEY HAVE:

- Loss of consciousness, seizure, or cannot stay awake.
- Trouble speaking, walking, balance, vision or hearing.
- Weakness, clear fluid or bleeding from ears or nose.

IMMEDIATE ACTION

Bring help; do not leave the child alone if you are concerned.

1

CHECK FIRST

Check responsiveness and breathing. Do not move the child unnecessarily if you suspect a neck or spinal injury.

2

COOL SAFELY

For a small bump, use a wrapped cold pack for short periods. Comfort the child and keep them under observation.

3

WATCH FOR CHANGE

Look for vomiting, worsening headache, increasing drowsiness, confusion, unusual behaviour or any change from normal.

4

GET HELP

Call 999 for red flags. Call NHS 111 for advice if worried; NHS says call 111 for advice about a child under 5.

5

RECORD & HAND OVER

Record time, mechanism, symptoms, observations and action taken. Tell the parent or carer clearly what to watch for.

If in doubt, take the concern seriously. A cold pack does not rule out a head injury.



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AFTER A HEAD INJURY

Prepare • observe • record • review



1 OBSERVATION & CONTACT

- Use your setting's accident and safeguarding procedures.
- Record the time, how it happened, symptoms, treatment and every change observed.
- Contact the parent or carer promptly and give a clear, factual handover.

2 WHAT PARENTS NEED TO KNOW

- An adult should stay with the child for the first 24 hours.
- They can sleep if tired, but should be rousable and behaving normally when awake.
- Use a wrapped cold pack for a swollen area; seek help if any concerning symptom develops.

3 WHEN TO SEEK NHS 111 ADVICE

- Vomiting, dizziness or any symptom that worries you after a head injury.
- For any child under five when you need advice after a head injury.
- The call handler can advise the safest next step.

4 RETURN TO NORMAL ACTIVITY

- Children should avoid rough play for a few days after a minor head injury.
- Do not send a child back to normal activities if they are not feeling better or are behaving unusually.
- Share any ongoing concerns with parents and follow your setting's policy.

5 RECORD, REPORT & LEARN

RECORD PROMPTLY

Time, place, what happened, witnesses, symptoms, treatment, observations and parent contact.

REPORT CLEARLY

Give parents the facts and explain the signs that need urgent medical help. Provide the NHS guidance link.

REVIEW THE INCIDENT

Follow your setting's procedures. Consider whether supervision, environment or planning needs to change.

SETTING CHECK

Make sure staff know your accident procedures, emergency contacts, where to find first-aid equipment and when to escalate concerns.