

HEAD INJURY PROCEDURE

Immediate Care:

1. If you suspect a neck or spine injury (neck pain, tingling, paralysis), do not move the student and call **9-1-1**.
2. If you **do not** suspect a neck or spine injury, observe for Signs & Symptoms.
3. Check for Signs & Symptoms of head injury using the checklist on the “Head Injury Letter”. Document Signs & Symptoms observed on the checklist.

Activate emergency services (9-1-1) if any of the following Signs & Symptoms are observed:

- Loss of consciousness – even briefly
- Slow to respond, confused, slurred speech
- One pupil larger than the other
- Weakness, tingling, numbness, or decreased coordination
- Seizures or convulsions
- Blood, clear fluid coming from nose, ears
- Neck pain
- Severe headache
- Worsening of any other symptoms

Students with one or more of the following Signs & Symptoms should be referred to a healthcare provider:

- Can't recall events *prior* to or *after* the hit, bump, or fall
- Headache
- Recurring vomiting
- Dizziness
- Blurry or double vision
- Sensitivity to light and noise
- Difficulty thinking clearly
- Change in behavior (irritable, emotional)
- Increased swelling at site of injury
- Ringing in the ears
- Loss of smell or taste
- Continued sleepiness
- May need stitches

4. Apply cold pack to the injured area to minimize swelling.
5. Clean minor cuts with soap and water and provide first aid as needed.
6. Call **9-1-1** or consult with school nurse if seriousness of injury is questionable.
7. Contact parent/guardian to 1. Notify of injury; 2. Pick up student presenting with any Signs & Symptoms of head injury not requiring EMS call; or 3. Notify of head injury requiring EMS call.
8. If student requires medical attention, **do not** leave student unattended and continue to monitor until emergency medical services and/or parent arrives. If transported by EMS, and parent has not arrived, send staff member.
9. Send copy of the “Head Injury Letter” home with student with copies to his/her teacher(s), student’s health file.
10. Complete Student Accident/Incident Report as needed. Return original through courier to the Risk Co-Op for SW Washington Schools at ESD 112 or mail to 2500 NE 65th Avenue, Vancouver WA, 98661.