



Westbourne
House School
CHICHESTER

HEAD & NECK INJURY/CONCUSSION POLICY & PROTOCOL

This is a medical protocol of Westbourne House School, which incorporates the Prep School, Pre-Prep, Early Years Foundation Stage, as well as provision for boarding, and should be read in conjunction with the school's First Aid Policy

Aims

- To educate staff and outline consistent procedures for managing head injuries and concussions.
- To ensure pupils with head injuries are identified, treated, referred appropriately, and followed up with medical care before returning to school or sport.
- To support the safe return of pupils to all activities following injury, particularly concussion.

Causes of Head Injury

Head injuries may result from everyday incidents or sporting activity. These can be classified into two categories:

Low Force Injuries (Lower risk of brain injury):

- Short falls
- Impact from low-speed or soft objects (e.g. toys, soft balls)

High Force Injuries (Higher risk of brain injury):

- Falls from significant height
- Impact from high-speed, heavy, or sharp objects (e.g. cricket bats/balls, golf clubs/balls, rugby tackles)

Practice and Procedure

Immediate Response:

- If **conscious**, the pupil must be escorted to the Medical Centre **immediately**.
- If **unconscious**, **call an ambulance (999)** and inform the **School Nurse/Matron**, who will attend the scene.
- If the injury occurs during sport, **the pupil must not continue playing** until assessed by the School Nurse — regardless of how they feel.

Important: "When in doubt, sit them out." Playing with concussion is dangerous. Taking time out is the responsible course of action.

Wristband System:

- All pupils with a head injury will be issued a **wristband** to alert staff and parents to monitor for concussion.
- In the **Prep School**, the nurse will note the **date and time** on the band, and re-assess the pupil after **24 hours**, removing it if no symptoms are present.

Minor Head Bumps:

- Pupils will be monitored and issued with **NHS head injury advice**, which can be printed or emailed to parents: [NHS Head Injury Advice Sheet](#)

More Serious Head Injuries:

- A **Concussion Signs & Symptoms Checklist** must be completed and the pupil **monitored closely**.
- If the pupil cannot be escorted to the Medical Centre, the **School Nurse** should attend the site to assess and perform **neurological observations**.
- Pupils showing **any signs of concussion, loss of consciousness**, or suspected **spinal/neck injury** must be sent to **A&E via ambulance**, accompanied by an adult. Do **not move** the pupil if a spinal injury is suspected.
- **Staff may call 999** directly if they believe the situation is serious, even before the nurse arrives.

Parent Communication:

- Parents or guardians must be informed **as soon as possible** in the event of a significant head injury or if a hospital visit is required.

Observation Protocol (No immediate symptoms):

- If the impact was forceful but there are **no immediate signs of concussion**, the pupil must be **observed for 30 minutes** before returning to any activity.

RFU Guidelines & Staff Training:

- Westbourne House follows the **RFU Concussion Guidelines** (Regulations 9 and 15) and employs **Headcase** training for nurses, matrons, and sports staff.

 [RFU Headcase Extended Guidelines](#)

When to Send a Pupil to A&E Immediately

Any of the following signs warrant urgent medical assessment:

- Loss of consciousness
- Unequal pupil size
- Persistent drowsiness or inability to wake

- Severe or worsening headache
- Repeated vomiting
- Slurred speech
- Seizures
- Difficulty recognising people/places
- Increasing confusion, restlessness, or agitation
- Unusual behaviour
- Blood or clear fluid from nose or ears
- Abnormal breathing patterns

Record Keeping

- All head injuries must be recorded via the **ISAMS Medical Section**.
- A **Concussion Signs & Symptoms Checklist** must be completed where appropriate and filed in the pupil's medical record.
- Incidents may fall under **RIDDOR 2013** regulations and must be reported to the **HSE** if applicable. See official RIDDOR guidance for definitions.

Follow-Up Care

- Pupils with any signs or symptoms of concussion must be reviewed by a **GP, Minor Injury Unit, or A&E** — depending on severity.
- They should **not** return to physical activity until medically cleared.

Monitoring & Review

This policy will be reviewed regularly and updated to ensure compliance with current legislation and best practice, in conjunction with the school's First Aid Policy.

Last Review Date	Next Review Date	Reviewer(s)
September 2025	September 2026	School Nurse