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| **1.1 Standard Operating Procedure-** Head injury  |

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| **Purpose:** To provide instruction on appropriate care after a child has bumped their head

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| **Steps to be completed** | **Person Responsible** |
| Step 1: Maintain safety, call the nurse or if you can bring the child to nurse | KLS staff |
| Step 2: Nurse will assess for injury of any kind | Nurse |
| Step 3: First aid will be given by nurse: 1. assess for injury
2. check eye (equal and reactive)
3. is the child acting his/her baseline
4. Offer ice pack to child
 | Nurse  |
| Step 4: if no injury, child is taken back to his/her classroom. | KLS staff |
| Step 5: if injury is noted parent is notified via a phone call. An incident report is filled out | Nurse |
| Step 6: if further medical care is needed nurse will speak with parents on the phone and let them know | Nurse |
| Step 7: if it is an emergency, 911 is called then the parents. | Nurse |
| Step 8: if there is a need of care past first aid then OCFS is notified. Incident report is filled out. | Nurse, Director |

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| Additional Notes:  Things to watch for are:1. Won’t stop crying
2. Has vomiting
3. Won’t awaken easily
4. Becomes hard to comfort
5. Isn’t walking or talking normally
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