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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   |  |  | | --- | --- | | **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 |  |  | | --- | | 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 | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |