Head Monitoring Form

Milton Mount Playgroup

Child's name _____

Child's date of birth DD/MM/YY

Parent/guardian contacted YES NO

Date DD/MM/YY

Time of accident 24:00

Head Injury Report completed YES NO

Child to be check every ten minutes for the first half hour. Then every half an hour after. This is for any injury from the neck or above if it was not witnessed or includes a bump/fall. Eg. If a child is seen scratching themselves and a cut occurs, head report and monitoring does not need to be completed. If a child seeks out an adult with a cut to their face that was not witnessed, a head report and monitoring must occur.

Check time	Child's behaviour/concerns	Staff initials	Staff signature

Manager's signature:

Updated: 11 November 2022

Reviewed: 01 September 2024