

Existing Injury Procedure

In order to protect all children we ask parents to inform us of any existing injuries their child may have incurred outside of preschool. Information about this is given at home visits and information given in parent packs.

The designated Safeguarding leads are **Julie Russell and Claire Thomson**

- The blank existing injury forms are kept on the side cabinet in the Koala room
- Parents will inform a member of staff of an injury their child has. This is explained during home visits.
- If practitioners feel this is an unusual injury or have not had a full explanation for it, they **MUST** inform the manager or safeguard lead before the parent leaves.
- All forms will be filled in while parents are there. **Remembering a safeguard lead must read it before gaining a parent's signature.**

What will be recorded?

- Staff will record injury on to the existing injuries form, adding date, time and reason for injury.
- The exact site of the injury on the body
- Size of injury, approximately
- Approximate shape of injury
- Colour of injury
- Is skin broken
- Is there a scab/blister/any bleeding
- Is the injury clean
- Staff will sign the recording
- Manager to be informed and sign
- Parents will sign the recording
- The safe guarding designated person will record if no further action is required or action required and what this will be
- The designated person will consult with parents if the safeguarding children procedure is to be put in place, except in extreme circumstances
- Existing Injury file will be kept confidential and will be locked away.

If a parent has not given an explanation to the injury and it is not noticed until the parent has left staff will;

- Ask the child about the injury and record details on the existing injury form, adding time that mark was noticed.
- If the child is unsure or is too young to give explanation, staff will record the mark or injury on the existing injury form, recording time mark was noticed.
- When the child is collected a staff member will ask the parent about the mark and record the parents explanation. Adding what parent said to the report, remember to ask the parent what happened before showing them the form.
- The parent will be asked to read and sign the report. Staff member will also sign and record.
- The recorded information will be kept in the file cabinet in the office

All marks and injuries will be recorded as soon as noticed and not wait until parents return.

Existing Injury form must be signed on day of recording.

Existing injuries forms will be monitored by the designated safeguarding coordinators, to ensure any patterns are identified and parents support can be obtained.

- Monitoring of existing injuries will be on going and done each term.

This policy was adopted on	1 st September 2023
Signed on behalf of the Pre school	Julie Russell
Date disseminated to staff	1 st September 2023
Date for review	September 2024