

## Existing Injury Policy and Procedures

Tina's Tots must be provided with details of any existing injuries in writing and signed by parents. Parents will be given a form by a member of staff; the parent must put as much description of the injury and the cause of the injury before child entering the premises. If staff members notice a pre-existing injury and were not made aware by the parents, staff must complete an existing injury form for parents to complete on their return. A phone call to parents will follow the identification of an existing injury to ensure they were aware.

### If a member of staff is concerned about a child's injury or it is reoccurring.

- The member of staff will complete a cause for concern form.
- They will pass it on to the DSO (Designated Safeguarding Officer).
- DSO will contact Duty and Advise (if needed)
- DSO will contact parents to let them know the process they will need to complete (contacting social services)
- DSO will contact social services.
- Investigation will be completed by social services with full support and co-operation from Tina's Tots.
- **If DSO believes the child is in immediate danger, the DSO will contact the police.**

### The form contains the following information:

- Child's full name
- Child's date of birth
- Date of injury
- Description of injury (Where and what is the injury)
- How did the injury happen?
- Any treatment or medical aid sought
- Parent/carer signature
- Staff member signature and date
- Management signature
- Any further actions to be taken

### Procedure

- The parent/carer accompanying the child on drop off will be asked if the child is ok and if they have any injuries that we need to be aware of before the child enters the building.
- If the child has an injury the member of staff will ask what happened and will inform the parent that a confidential record will need to be made of the injury. **If there is any suspicion that speaking to the parent/carer about the injury may put the child at further risk of harm, then the member of staff will inform the Designated Safeguarding Officer.**
- If staff members notice a pre-existing injury, however, were not made aware by the parents the staff member will note the injury, will then ask the child how it happened. This will be done in a friendly and non-demanding manner. Parents will be

asked/telephoned or contacted through Tapestry, about the injury and asked to sign the form when collecting their child. This is depending on the injury and if staff are concerned about their safety and well-being.

- The injury will be recorded on the 'Existing Injuries' form.
- The form will be signed by the manager and existing injury recorded in a central electronic location.
- A separate record sheet will be used for each child.
- The completed form will always be kept in the appropriate folder and remain confidential and stored in a lockable cupboard.
- The records will be checked regularly, by the DSO's to check for clusters of injuries. The Designated Officers are Christina Smith, Kirsty Adams and Emma Pallister.
- **All records must be completed in black pen.**
- Should a pattern of injuries be identified or appear concerning, social services will be informed. (See safeguarding policy).

### **What can Parents do to help us**

- To ensure we always document the correct medical information for each child we ask parents to complete an "All About Me" form every 6 months. This is to document any new dietary requirements, medical information, allergies, change of GP or any changes to circumstances.
- Inform staff of every injury your child has endured no matter how big or small the injury may be.
- Be open and honest with us. We are here to help.

### **Why we record Existing injuries**

- To safeguard children and the setting/staff,
- To identify suspected child abuse or neglect.
- To ensure we are undertaking our duty - following our child protection responsibilities, policies, and procedures effectively.
- To help staff to decide about whether an injury or concern should be reported
- To consider whether there is a pattern or several injuries that would give you cause to be concerned.

### **Fabricated or induced illnesses.**

Fabricated or induced illnesses is a type of child abuse. It is normally performed by a parent or carer of the child. It is when they exaggerate or deliberately causes symptoms of illness in the child.

### **Signs of Fabricated or induced illnesses. (Information from NHS website)**

- Symptoms only appear when the parent or carer is present
- The only person claiming to notice symptoms is the parent or carer
- The affected child has an inexplicably poor response to medicine or other treatment
- If 1 health problem is resolved, the parent or carer may then begin reporting a new set of symptoms

- The child's alleged symptoms do not seem plausible – for example, a child who has supposedly lost a lot of blood but does not become unwell.
- The parent or carer has a history of frequently changing GPs or visiting different hospitals for treatment, particularly if their views about the child's treatment are challenged by medical staff
- The child's daily activities are being limited far beyond what you would usually expect because of having a certain condition – for example, they never go to school or must wear leg braces even though they can walk properly

**Procedure if staff are concerned about a child who is possibly affected from fabricated or induced illnesses**

- Member of staff will write a cause for concern form (only factual not imprinting any of their own opinions)
- Take it to a DSO.
- DSO will inform parents that we need to take it to social services.
- DSO call social services.
- An investigation would be carried out by social services.
- If the child is in immediate danger the DSO will contact the police straight away.

**The injury form.**

Child's Name	DOB	
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Date noticed injury	Place on body	Description of Accident/Injury	Reason for accident/injury provided by parents	Parent signature	Manger Signed and logged
					

Office Use Only    Case Number

Action to be taken	Actions to be taken by whom	Concerns/Involvement	Findings	Lead Officer Signed
		Social services		
		Health visitor		
		SENCO		
		Funded		
		Attendance		

Written by: Alex Wood

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