

Recording Pre-existing Injuries/Marks on Arrival Policy

Policy Statement

This policy forms part of our safeguarding and child protection policy with the safety and welfare of the child in mind.

Procedure

If a child arrives at nursery with a pre-existing injury/mark, the staff member will go to the designated safeguarding lead who will speak to the parent asking what has happened and how the injury occurred. The parent would be asked to complete a 'Child pre-existing injuries/marks record form' on arrival, which will then be kept in the Safeguarding Concerns file.

If the injury is noted after the parent has left the setting, the parents will be called and informed of the identified injury. The injury will be recorded and a signature will be required when the parent collects their child at the end of the session.

Information included on the form are as follows:

- Full name of the child
- Date of birth
- Description of injury
- Cause of injury
- Where it happened
- Indicate injury on 'Body map'
- Size of injury (using size of coin, e.g 2 pence)
- Time and date it happened
- Treatment given
- Signature of parent and staff member

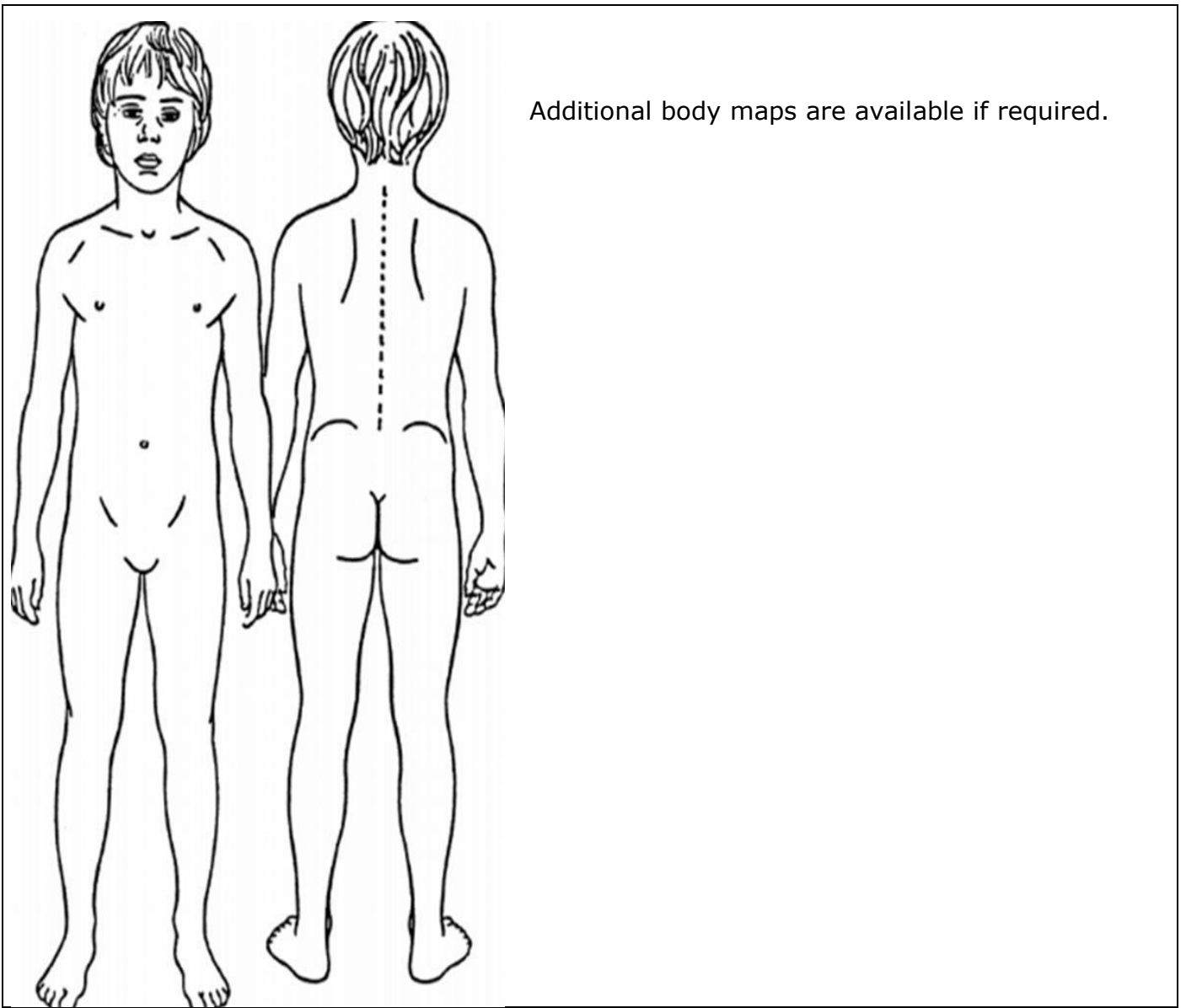
Whenever possible the staff member must always endeavor to get the parents to fill out the injury on arrival form.

- Explanations, however puzzling should be accepted and not questioned in any way. Accusations should not be made. The designated lead needs to make a written record of observations and explanations given. This recording is to ensure that all information is obtained in order to be able to make an appropriate referral if required.
- If the reason given does not match the injury then MARU (multi agency referral unit) or LADO would be informed. If the child is able to tell you what has happened and the parent then says the injury occurred differently this will be clearly recorded and reported to MARU or LADO.
- If the designated lead suspects that the injuries have been caused by assault or by failure to protect the child the MARU team or LADO will be contacted immediately.
- We will follow our safeguarding procedure if we feel there is any concern regarding a child.

Child Pre-existing Injuries / Marks Record

To be completed by the childcare practitioner in instances where a child arrives at Nursery with an existing injury;

Date:	Time:	DOB:
Name of the Child:		
Name of person reporting the existing injury:		Relationship to the child:
Name of childcare practitioner completing this form:		
Was this existing injury notified to practitioners at the start of the session:		YES/NO
Did practitioners notice this existing injury during the session?		YES/NO
<i>(If yes, please describe how the injury was found, and also the reason it is believed it is in fact an existing injury and that it has not occurred at nursery during the session.)</i>		
Description of how the injuries occurred – i.e. where, when and how it happened:		
Date and time of injury:		
Persons present when the injury occurred (including witnesses):		
Description of the injuries sustained: Please identify the injuries sustained on the body map overleaf – please state the size and colour of any bruises		
Was medical treatment or advice sought?		Yes/No
If yes, please describe below:		
Has the parent/carer requested for treatment of injury at Nursery?		Yes/No
If yes, please describe below:		
Signature:		Date: Time:
Signature of the childcare practitioner:		Date: Time:



Additional body maps are available if required.

Childs Account of injury:

Are there any issues for concern with regards to the existing injury YES/NO

Action taken by DSL:

Signature of DSL:

Date: