

## EXISTING INJURY

This policy is in place to ensure that Parents/Carers are aware of the need to highlight any injury when dropping children off.

It highlight that there are review processes in place to identify safeguarding or development concerns. Policy will ensure a consistent approach and it is used as evidence that Springwood Preschool and Nursery is committed to Safeguarding Children.

Staff MUST inform Management about any injury(s) that happened outside the work place like bumps to head even without visible injury, grazes, scratches, bruises, cuts, sprain etc. and must fill accident form indicating it is existing injury.

### When Child arrives with an existing injury

Parents MUST inform Springwood Preschool and Nursery about any injury(s) that happened outside the preschool like bumps to head even without visible injury, grazes, scratches, bruises, etc. If parents are not sure or have any doubts about that Please speak to a member of staff.

Following a child arriving with an existing injury, discussion with parents will take place and details of any existing injury recorded, parent signs to agree to what has happened.

If it is not noticed or reported by parent/carer at the time of arrival but later by staff in session, it is still recorded as an existing injury and it is indicated it was noticed by Member of Staff (name). When it is verified, it did not happen at preschool or nursery we share information with parent on arrival to gain more details of what had happened. Parents must then sign the form.

If we know parent/carer won't be collecting the child on that day parent/carer must be contacted on that day to arrange a meeting with member of staff to add details of the 'noticed' existing injury and must sign the form and If the injury causes any concern to a member of staff, the key person or senior member of staff must asked the parent/carer over the phone for brief explanation. Existing injury form still must be filled in details and sign.

If there is, an injury and Springwood Preschool and Nursery staff are confident it has not happened at the time child was in their care and parent seems to be not co-operative and/or there are any concern that the injury doesn't reflect the explanation the Professional helpline will be consulted:

Children's Social Care Professional helpline: 01329225379

Hampshire Children's services:03005551384

Out of hours : 03005551373

### Existing Injury form:

- Slips/forms will be stored and written down in Existing Injuries Record folder for a review before they will be put into child's individual fillies.
- Separate from other logs such as accidents or incidents.
- A consistent format will ensure all information is collected every time.
- Include child's name and date completed as well as date of injury.
- The forms are reviewed, as they could highlight safeguarding concerns or developmental delays.
- One page per injury.
- Whether it was head injury
- DETAILED Description of injury: where the injury(ies) is and explanation as to how it happened like place if inside/outside, kitchen, back garden patio, if in shop which one, etc, who was involved, time, if child tripped then over what? Those details can be written by staff member while questioning the parent/carer but Always signed by parent/carer.
- Visible marks with details of where exactly injury is e.g 5cm below chick bone on left side and size of the injury (this must be marked on the body map), smell, colour, scabbed and anything that is relevant.

- Non visible or obvious marks but they may appeared later (child fell off the bike, went on the ground on his right leg and right arm- visible grazes are on right arm but nothing on the leg)
- Whether the child has experienced any fits, sickness or nausea, high temperature, bleeding from nose, ears or eyes, been lethargic or pale or other unusual symptoms
- Include any treatment given and special care or medical requirements due to the injury the setting should be aware of.
- Signed by parent/carer and staff member concerned.

Our Monthly Review processes is to:

- Identify trends – such as injuries only happen when child is staying with Nanny, for example
- Involve key person where frequent injuries happen, may well be due to their development stage.
- Involve SENCo and or other outside agencies where developmental concerns are highlighted – for example, poor balance. It is also important for Springwood Preschool and Nursery to protect ourselves from allegations of injuries happening on site and possible legal action; the existing injury log can also provide this. This guidance is based upon best practice, which underpins key policies/procedures for Child Protection and Safeguarding Children, which are required to be in place in line with the EYFS 2017.



### Existing Injuries Form

This is the record of the existing injuries that have not occurred at Springwood Preschool and Nursery

Child's Name	
Today's Date	
Date Injury(s) Occurred	
Adult Informing Staff	
Staff reported to	
Circumstances of accident/incident (exactly what happened, time, who was involved, place)	
Head Injury?	
Visible Marks (where, colour, smell, bleeding, scabbed etc)	
Has the child since accident/incident experienced fits, sickness or nausea, high temperature, bleeding from nose, ears or eyes, been lethargic or pale	
Non visible marks but may possible appeared	
Treatment Given	
Medical Advisor Seen if yes their advice	
Additional Comments	
Parents/Carers Signature	
Staff Signature and Print Name	

Make a mark on the diagram where you notice injury/ies. For small injuries state size using coins size e.g 5p or 10p With bigger injuries please use rulers.

