

# Pre-existing injuries Policy

## Definition of a Pre-Existing Injury

A pre-existing injury is an injury that occurred when the child was in the care of a parent/carer or an injury that has occurred when the child has been in the care of another care professional e.g. another pre-school setting/or a childminder and arrives at the setting with this injury.

## Procedure

If a child arrives at Little Monkeys Charlbury with an existing injury, parent/carer must inform staff on their arrival and we will complete a 'Pre-Existing Injury' incident Form, detailing how the injury occurred and any treatment etc needed. This will be done electronically on an incident form on famly. The parents must acknowledge the form in the same way they would an accident form.

If staff members notice a pre-existing injury, however, and were not made aware by the parents, staff must contact (by famly message or telephone) asking parents about the pre-existing injury and then complete a 'Pre-existing Injury' incident form as above.

## Storage of 'Pre-Existing Injury' forms

All pre-existing forms are stored electronically on famly and kept archived for 25 years.

## Why we record Pre-Existing injuries.

To ensure we are undertaking our duty and following our child protection responsibilities.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>25<sup>th</sup> January 2024</i>	<i>Kelly Harley</i>	<i>25<sup>th</sup> January 2026</i>