

Existing Injury



If a child has an accident which results in an injury, bruise or mark, whilst not at Kabuki Child Care Centre it is important that parents/carers or the person dropping off the child inform a staff member the next time the child is attending Kabuki Child Care Centre. It is a requirement of EYFS (Early Years Foundation Stage) that all settings log and record any existing injuries for children for which they are providing care.

The staff member will detail the location of injury, bruise or mark on the Existing Injury Form and will ask parents/carers to complete the account of injury, who was responsible for the child and sign and date the information.

Kabuki Child Care Centre will have pre-numbered Existing Injury forms, an overview log sheet to track and log all Existing Injury Forms. (See appendix 4 + 5)

The following procedure must be adhered to:

If a parent/carer informs nursery of an existing injury on drop off, an existing injury form must be completed and signed by staff and parent/carer before they leave the child.

If an existing injury is found on a child throughout the day by a staff member then they will complete an existing injury form and speak to the parent/carer on collection. If it is of a significant injury, then the parent/carer will be contacted immediately by a practitioner to determine what has happened to the child.

If it is not the parent that has collected the child, they will be contacted by telephone at the earliest convenience by a practitioner to inform them that there is a form to complete next time they are in setting. They will be given an explanation of where the injury is and what it appears to look like. If no contact is made a voicemail will be left and a text message asking them to contact the setting ASAP.

If a form is used in error, it must still be logged and sent to management with all other forms at the end of a session or day and the error and an explanation recorded. This is to ensure tracking is clear and consistent. If mistakes are made on the form such as spelling of the child's name or date of birth then another form with the same log number must be printed and the information filled out correctly.

If the parent/carer or person dropping of the child informs a member of a staff that the child has sustained an injury to the head (neck or above), staff need to establish the date and time of the incident and seek clarification from the Manager/person in charge in relation to Head/Bump Monitoring.

If the parent/carer or person dropping off the child informs a member of staff that the child has sustained an injury prior to entry into the nursery, this will need to be recorded and should

be monitored in accordance with the existing injury policy and if applicable the Head Bump Monitoring Form.

If an injury/mark or bruise is noticed during the day and parents/carers have not made staff aware of it, a member of staff will ask the parent/carer to give details of the circumstances of when and how the child received the injury, prior to leaving Kabuki Child Care Centre and ask them to sign and date the information recorded. (may need advice from BSCB if suspected abuse, if discussing with parent may possibly endanger child.)

The form will be passed to the Designated Lead as soon as possible.

Each form is to be signed off by management in the same day, and each summary sheet to be checked regularly by management for any patterns. An electronic log of existing injuries for each child is kept on the manager's computer in order to identify any patterns.

If for any reason a staff member is concerned about the explanation, injury, mark or bruise the 'Cause for Concern Policy and Procedure' will be followed. The Barnsley Child Protection Procedures will also be considered.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>31/08/22</i>	<i>H.Pooley</i>	<i>30/08/23</i>