



# Existing injuries policy

This policy was adopted by the Kingswood Pre-School Group on 07/02/2019

Policy review date: 25/02/2021

Signed:----- Date:-----

(Hayley Roberts – Chairperson of Kingswood Pre-School Group)

## **Recording Existing Injuries**

### **EYFS key commitments**

Accident or injury – 3.50

Information about the child – 3.72

### **Procedure**

- The staff member noting the injury will ask the child how it happened. This will be done in a friendly and non-demanding manner.
- The parent/carer accompanying the child will be asked what happened and be informed 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 risk of harm, then the advice of the Designated Safeguarding Lead Person (DSL) will be sought.
- The injury will be recorded on the 'Existing Injuries' form. The date, type of injury and what happened will be recorded, a body map may be used to record the location of the injury.
- The form will be signed by the member of staff recording the injury, an additional member of staff, and the parent/carer.
- A separate record sheet will be used for each child.
- The completed form will be kept in the appropriate folder and remain confidential at all times.
- The records will be checked on a termly basis, by the DSL, to check for clusters of injuries. The Designated Safeguarding Lead Person is Sarah Millen – Deputy Manager