



## **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.

### Policy

If a child arrives at Little Willows Pre-School with an existing injury, parent/carer must inform staff on their arrival and will be asked to complete a 'Pre-Existing Injury' Form, detailing how the injury occurred and ensuring staff members have current information about a child if they become unwell because of the injury. If staff members notice a pre-existing injury, however, and were not made aware by the parents, staff must complete a 'Pre-Existing Injury' Form for parents to complete on their return.

The form contains the following information:-

- Child's full name
- Child's date of birth
- Date of injury
- Description of injury (Where and what is the injury)
- How did the injury happen?
- Any treatment or medical aid sought
- Parent/Carer signature

### Storage of 'Pre-Existing Injury' forms

All pre-existing forms are stored in a confidential file at the setting and kept archived for 25 years.

### Why we record Pre-Existing injuries

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