

Pre-Existing Injury Policy

The Early Years Foundation Stage 2017 states:

Child protection

3.4. Providers must be alert to any issues of concern in the child's life at home or elsewhere. Providers must have and implement a policy, and procedures, to safeguard children. These should be in line with the guidance and procedures of the relevant Local Safeguarding Partnership.

Accident or injury

3.50. Providers must keep a written record of accidents or injuries and first aid treatment.

Policy statement

We record pre-existing injuries in order to meet the requirements of the Early Years Foundation Stage 2017, Safeguarding and Welfare Requirements and as part of our ongoing commitment to safeguard children and the setting/staff by identifying suspected child abuse or neglect. We are alert to issues that might give us concern, for example where there is a pattern or a number of injuries or non-plausible explanations.

This policy also links to our:

- Safeguarding Children and Child Protection Policy
- First Aid Procedure
- Accidents and Incidents - Recording and Reporting Procedure

What is a pre-existing injury?

A pre-existing injury is an injury that the child arrives at nursery with, which occurred when the child was away from nursery, for example in the care of a parent/carer or a professional such as a childminder.

Procedures

All staff must report pre-existing injuries to the nursery manager or Designated Safeguarding Lead without delay, and on the same day they receive the information.

- The person who sees the injury should record the details (facts) as soon as possible, with the parent.
- Pre-existing injuries must be recorded on **HS90 Accident and Injury Form** without delay, ticking the 'accident/incident away from nursery' box, and recording on the 'body diagram' where the injury is positioned on the child's body. Staff should record how and when the injury happened, who was present with the child at the time, if medical assistance was sought/needed and any follow up treatment required.
- The accident forms must be signed by the parent and staff member and must always be dated.
- Each section of the form must be completed and passed onto the setting manager to be checked and signed.
- If the child / family has Local Authority children's social care team involvement the injury must be reported to the child's social worker and a copy of the accident form must be sent to the

child's social care team without delay (in line with our confidentiality and information sharing procedures).

- The forms must then be stored in the child's file.
- The accident / injury must be recorded on the Accident Tracker spreadsheet.
- Pre-existing injuries must also be recorded on the **Family Communication Log** in the child's personal folders. This is so any patterns of injury, absences or concerns can be picked up on and recorded or reported as required.
- All records must be either typed or completed in black / blue pen using legible handwriting.

Points to consider when asking parents/carers for an explanation about how the injures/incident occurred:

- Encourage parents to share details of children's pre-existing injuries with their key people at drop off time.
- Timing – you must speak to parents on the same day. You may need to speak to the parents on the telephone if the injury has been noticed after the parent has dropped the child off, or if someone different is collecting the child.
- Consider your tone of voice and body language, this should not be accusational. Avoid asking leading questions.
- Consider whether the explanation is plausible. If not, share this immediately with the Designated Safeguarding Lead.

What do we need to consider to determine whether a pre-existing injury should be reported?

- Always consider the signs and symptoms of child abuse, particularly physical harm, does the injury seem plausible based on your knowledge and understanding of the individual child and family circumstances.
- Does the explanation from parent/carer appear to be plausible?
- Consider the age and stage of development of the child, could the injury have been accidental based on your knowledge of the individual child.
- Consider whether there are particular risk factors, such as the child having special educational needs / disabilities.
- Has there been a change in the families/child's behaviour that has prompted you to have concerns.

Please note that all incidents of bruising in infants who are not independently mobile must be referred to Local Authority children's social care team.

Recording and reporting concerns

Where safeguarding concerns are raised, we follow our **Safeguarding Children and Child Protection Policy**. The Designated Safeguarding Lead must contact the ICP Nurseries Strategic Safeguarding Lead to discuss the concern and agree next steps.

When caring for children who are involved with Local Authority children's social care teams or other agencies, and they have already been identified as being 'vulnerable' or in need of additional support, you must consider the particular issues that surround these children when speaking to parents or deciding whether you should report your concern.

If the pre-existing injury is reported to the Local Authority children's social care team then a record of this together with the accident / incident form must be stored together in the **Safeguarding File**. It is essential that any advice or guidance given by the Local Authority children's social care team is recorded and acted upon.