



Existing Injury Policy:

If a child has an accident which results in an injury, bruise or mark, whilst not on nursery premises, it is important that parents/carers or the person dropping off the child inform a staff member the next time the child is attending nursery. 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.

Recording of existing injuries

The staff member will detail the circumstances, location of injury, bruise or mark on the Existing Injury Form and will ask parents/carers to sign and date the information.

Discovery of existing injuries – disclosure by a child

Where a staff member has not been informed by the parent/carer of an existing injury and becomes aware of an injury by a disclosure by a child the staff member will contact the parent/carer to establish if the injury was pre-existing. If the parent/carer confirms that the injury was sustained prior to arrival at the nursery then this will be recorded and an existing injury form will be completed.

Discovery of visible existing injuries – during provision of care

Where a staff member has not been informed by the parent/carer of an existing injury and becomes aware by discovering a visible injury during the delivery of care, the staff member will contact the parent/carer to establish if the injury was pre-existing. If the parent/carer confirms that the injury was sustained prior to arrival at the nursery then this will be recorded on the existing injury form.

Non- confirmed existing injuries

In the event that the parent/carer does not confirm that the existing injury occurred prior to arrival at the setting, and staff discover the injury whilst the child is in the care of the nursery, then advice will be sought from the Designated Safeguarding Lead and other appropriate policies may be applied dependant on circumstances (e.g. Accident/Incident policy or the Cause for Concern policy). The Designated Safeguarding Lead will need to establish whether the injury has been sustained within the setting as part of this process. This may include reviewing internal records and taking statements from staff members/witnesses, in accordance with relevant policies and procedures.

Recording Procedures



The nursery will have a central file with Existing Injury Forms, a Summary Log Sheet and a Daily Overview Form to track and log all Existing Injury Forms needing to be used on any given day.

If the parent/carer or person dropping off the child informs a member of 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 duty manager in relation to head/bump monitoring, and also complete an existing head injury form.

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.