

# Seedling Nursery

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## Completion of Pre-Existing Injuries Policy

If a child arrives at nursery with an existing injury parents/carers must inform staff on their arrival and will be asked to complete an 'Pre-Existing Injury' form, detailing how the injury occurred and ensuring staff members have current information about a child if they become unwell.


If staff members notice an existing injury, however were not made aware by the parents, staff must complete an 'Pre-Existing Injury' form for parents to complete on their return.

If the Manager feels it necessary, a telephone call will be made to the parent who has dropped their child off that day.

We ensure these forms are kept confidential at all times and only share the information with the child's parents or carers.

The form contains the following information:

- Child's full name and DOB
- Date of injury,
- Description of injury,
- If medical treatment was sought,
- Parent/carer signature,
- Staff member signature and date.

This policy was last updated	Signed on behalf of the nursery	Date for review
<i>Oct 2019</i>		<i>Oct 2020</i>

