

## Pre-Existing Injuries Policy

### What is 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 for example a member of school staff. It will have occurred outside of any PH Camps provision and the child will have arrived at our provision with this injury.

### Existing Injuries Policy

If a child arrives at a PH Camps setting with an existing injury, parents/carers/school staff must inform staff on arrival and will be asked to complete a 'Pre-existing Injury' form. The form must detail how the injury occurred, what action such as first aid was administered and ensure staff members have current information about the child if they become unwell as a result of the injury. This form will then be uploaded to MyConcern by a PH Camps member of staff. If staff members notice a pre-existing injury, however, and are not made aware by the parents, staff must prepare a pre-existing injury form for parents to complete and sign on their return which will then be uploaded to MyConcern.

The form should contain the following information:

- Child's full name
- Child's date of birth
- Date and time that the injury was identified
- Description of injury (where on the body and what is the injury)
- Where and when the injury happened
- How the injury happened
- Any treatment or medical aid sought
- Parent/carer signature
- Staff member signature and date

### Procedure for recording a pre-existing injury

1. The parent/carer/school staff member 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 either the school DSL or PH Camps's DSL should be sought.

2. If staff members notice a pre-existing injury and are not made aware by the parents, the staff member will note the injury and will then ask the child how it happened. This will be done in a friendly and non-demanding manner. The parent will be spoken with on collection about the injury and asked to complete and sign a form when collecting their child.
3. The injury will be recorded on the 'Pre-existing Injuries' form. The date, type of injury and what happened will be recorded.
4. The form will be signed by the member of staff recording the injury and the parent/carer.
5. A separate record sheet will be used for each child.
6. The completed form will be uploaded to MyConcern and the paper copy can then be destroyed.
7. The records will be monitored by PH Camps's DSL or deputies, to check for clusters of injuries.

#### Why pre-existing injuries are recorded

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:

- To safeguard children and the setting/staff by identifying suspected child abuse or neglect
- To ensure we are undertaking our duty – following our child protection responsibilities, policies and procedures effectively
- To consider whether the injury is non-accidental
- To consider whether there is likely to be child abuse or neglect taking place
- To help PH Camps staff members to decide about whether an injury or concern should be reported
- To consider whether there is a pattern or several injuries that would give cause to be concerned or doubtful about the explanation given by parents/carer, to prompt us to consider reporting it.

If staff have any concerns that the injury may have been non-accidental or the child discloses that the causes of the injury differ from the explanation given by parents/guardians, then these concerns should be discussed with PH Camps's DSL in the first instance and the conversation with the child detailed on My Concern.

This policy was adopted by: PH Camps	Date: 18/02/2025
To be reviewed: 17/02/2026	Signed: Hayley Collins