# Existing Injuries Form

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Child’s Name:** |  | | | | | | | **Date of Birth:** | | |  | | |
|  | | | | | | | | | | | | | |
| **Reported to setting by:** | | Parent Other childcare setting Other | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| **Date and time injury occurred:** | | | | |  | | | | | | | | |
| **Place injury occurred:** | | | | |  | | | | | | | | |
| **Name of witnesses/adults present:** | | | | |  | | | | | | | | |
| **Description of how the injury occurred:** | | | | |  | | | | | | | | |
| **Description of the injury:**    **­** | | | | | Front-and-Back-of-Body | | | | | | | | |
|  | | |  | | | | | | | | | | |
| **Condition of child following the injury:** | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| **Medical treatment or advice sought:** Yes No  **If yes, please describe below:** | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| **Other comments:** | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| **Practitioners notified of existing injury at the start of the session:** Yes No | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| **Practitioners notified of existing injury during the session:** Yes No | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| **Was this injury noticed during the session**? Yes No  **If yes, please describe how the injury was found, why it is believed it is in fact an existing injury and that it has not occurred at the setting.** | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| **Attending adult’s signature:** | | |  | | | | | | **Date:** |  | | | |
| **Leader’s signature:** | | |  | | | | | | **Date:** |  | | | |
| **Parent's signature:** | | |  | | | | | | **Date:** |  | | | |
|  | | | | | | | | | | | | | |
| **Parent Copy** | | | |  | |  | **Paper** |  |  | | **Email** |  |  |

# Existing Injury Guidance

# If a child arrives at the setting with an existing injury parents/carers must inform staff on their arrival and will be asked to complete an ‘Existing Injury’ form, detailing how the injury occurred.

If a mobile child arrives with an injury, we will:

* Request that the parent/carer completes an existing injury form;
* Once complete, the parent/carer and worker should sign the form
* If not reported by the parent/carer, the child’s key worker should complete the form.
* Inform the child’s parent/carer when they arrive to collect the child that a form has been completed and request they sign the existing injury form.
* Remind them of the settings procedure to inform staff of existing injuries including an explanation of how it occurred.

**Concerns**

If any staff member is concerned about any existing injury and/or the explanation given, they will refer to the setting’s Child Protection Policy.