

## **Injury on arrival or Existing Injuries policy and procedure**

### **Statement**

As part of our safeguarding policy, the injury on arrival and existing injuries policy protects children and adults who are caring for children.

### **Injuries on arrival and existing injuries procedure:**

- A record will be written by a staff member, this will include obtaining information from the parent of how the injury occurred and where.
- Date and time the injury was seen.
- Ask the parent/carer to sign. Staff should ensure that a signature is obtained before the parent/carer leaves to ensure that there is a record of this on arrival and the parent cannot say that the injury has occurred whilst the child was in the care of Pathways.
- If no explanation is given then a record will still be made of the injury and a note to say the parent did not want to comment or could not give this information.

All records will remain confidential and kept away from other parents/carers. Records will be kept with children's contact details.

Please see injury on arrival sheet

### **Existing Injury**

Whilst in the care of Pathways it sometimes becomes noticeable that children have obtained injuries. If a staff member notices an injury on a child and the parent has not given you the information on arrival (Injuries on arrival procedure) it is down to the staff member to fill out an existing injuries form at that time. The procedure will be the same as that of injury on arrival but will fill out an existing injuries form.

Please see injury on arrival and existing injuries sheet.

Any accident that gives us cause for concern, we would follow our safeguarding policy and procedures and take action.