

Existing Injury Policy and procedure

If a child arrives at a Caboodle session 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.

Non-Mobile Children

- When a new child is registered, we will ask about any birthmarks, Mongolian blue spots, birth trauma marks or skin conditions the child may have.
- If there are marks we will ask to see the child's Red Book where a body map may have been completed. Ask to take a copy of this record and keep on the child's file.
- If not, Caboodle will complete a body map.
This means we could easily check any marks found during nappy changing etc. to ensure they are not new marks or injuries.
- If a non-mobile child arrives with a mark or injury after the registration information is taken, we will follow the "Multi Agency Guidance for Injuries in non-mobile babies" and the "BAND Guidance for Non-mobile babies". A record of the mark or injury will be taken, the action put into place and request that the parent/carer sign the record.

Mobile Children

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 practitioner 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 procedure to inform staff of existing injuries including an explanation of how it occurred.

Once completed, forms will be kept confidentially.

Concerns

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