Seedlings Kindergarten

Existing Injury Procedure

Parents are asked to tell a staff member if their child has an existing injury, in the morning at drop off. A staff member will then complete a form with them and the parent will receive a copy of the form.

If a staff member notices an injury during the session or a child tells/shows them an injury, the staff member will fill out an existing injury form. The parents will be spoken to either by phone during the morning or at pick up time, and will receive a copy of the form. A copy of the existing injury form will also be placed in the child's file.

If at any point there is a safeguarding concern the child protection policy will be followed.

Date: April 2017
Reviewed: April 2018, April 2019
Review due: April 2020

I have read, understand and agree to abide by the above policy		
Name	Date	Signature