



## **Triangle Pre-School**

Wesley Methodist Church Hall, Fromond Road, Winchester, Hampshire, SO22 6EG

Telephone 01962 880988

Registered Charity Number: 1033953

### **Prior Injuries Policy**

It is our policy that all injuries already visible upon a child when they arrive at Pre-school must be recorded in the Prior Injuries Report Book, using a body map.

The book will record the type of injury, the size of the injury and where it is located. The book must then be signed by the member of staff who first noticed the injury, and a witness (usually another member of staff ideally the Manager or Deputy Manager) and the parent/carer.

If the parent/carer does not wish to sign then the child cannot be left in our setting until the injury has healed.

The Prior Injuries Report Book will be reviewed every half term by the Manager or Deputy Manager to ensure there are no recurring injuries that require further investigation.

There is a signed record of each review in the front of the Prior Injuries Book.

**This policy was adopted at a meeting of Triangle Pre School held on: 20<sup>th</sup> October 2023.**

**Date to be reviewed: October 2024**

**Signed on behalf of the Management committee:** .....

**Name of Signatory:** .....Ruth Clements.....

**Role of Signatory:** .....Chair Person.....