**Thorngumbald Preschool**

**Procedure for completing a pre-existing Injury Form**

If a parent/carer notifies you of an injury to a child that was caused somewhere other than the setting, a pre-existing injury form must be completed as soon as practically possible. It should be completed by the person to whom the injury was reported, in conjunction with either the childs keyworker or the Manager.

As much information regarding the injury should be obtained and logged on the form, both from the parent and if possible, from the child, after the parent has left the setting. The form must be signed by both the parent/carer and staff member.

If there is a distinct discrepancy between the parents and child’s version of how the injury occurred, then this should be discussed with manager.

In the case of a pre-existing injury to a child who is looked after by the local authority (LAC), then the child’s social worker must be informed of the injury and a copy of the Pre-existing injury for is sent to them securely.

A copy of the PEI form should be kept in the child’s individual file held by the keyworker, and the original filed in the main confidential file held on the Office trolley. The injury will then be logged on the injury record at the front of this file to enable any pattern of injuries to be highlighted.

06/09/2021

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