

Injury on Arrival Policy

Injuries Incurred Outside of Nursery Provision

All instances of injury incurred outside of the nursery provision must have an Injury on Arrival (IOA) completed, it is the parent/ carers responsibility to ensure nursery staff are informed on arrival of any bumps, cuts or bruising that the child has received since last attending.

Any accidents and injuries that occur whilst in the care of nursery are recorded in our accident log copies of this can be shared with parents/carers on request. Please refer to the Nursery First Aid and Accident Policy for more details

If a staff member notices a mark or injury on a child they must report the injury to the Nursery Designated Lead immediately and record on My Concern that they have done so. Staff should use a body / face map to record the details of an injury/mark, and be as specific as possible about the size, shape, location and colouration of any mark or injury.

If a staff member notices a mark or injury on a child **on arrival** at the setting, the staff member should fill out an **'Injuries on Arrival Form'** with the parent providing the information. The explanation of the injury should be recorded as described by the parent, ensuring that there are clear descriptions of the injury and the form should be signed by the person bringing the child. The staff member should immediately report this to the Designated Safeguarding Lead through My Concern uploading the original IOA completed by the parent/carer. If the staff member is concerned by the injury they should immediately verbally inform the Designated Safeguarding Lead or in their absence the Deputy Designated Safeguarding Lead of their concerns and mark urgent as on MyConcern. The staff member must ensure that all sections are completed and clarify if the child is under Social Care ensuring full completion of the 2nd page of the form.

If a staff member does not notice the mark or injury on arrival but later into the session then they must complete an **'Injuries on Arrival Form'** retrospectively (detailing the time the injury was noticed). The staff member should immediately report this to the Designated Safeguarding Lead or Deputy. A decision will be made by the DSL to either ring the parent immediately to discuss the injury or for it to be discussed with the parent when they return, the explanation will be recorded and the form signed retrospectively.

If the child with an injury has a Social Worker then the Designated lead or Deputy must immediately report it to them (by telephone and then followed up in writing). If the Social Worker is unavailable by telephone concerns should be discussed with a duty social worker or a team manager.

If the child with an injury does not have a Social Worker then the Designated Safeguarding Lead or Deputy would use their professional judgement to assess the situation. This may involve seeking advice from Social Care depending on the nature of the injury and any history of injuries, in most cases however the Designated Safeguarding Lead will usually ask the child's Key Worker/Person to speak to the child's parent and ask how the injury occurred. This information given by the parent must be immediately shared with the Designated Safeguarding Lead and accurately recorded. The DSL will then assess using their professional judgement if the explanation is plausible and consistent

with the children's development level or whether it is a Safeguarding issue (if it is Safeguarding a cause for concern will be actioned).

When noting explanations from parents/carers regarding injuries, staff should record whether a parent/carer volunteered the information on arrival or whether the staff member had to ask for the explanation. This will be recorded when completing MY Concern

This policy is based on the Safeguarding Guidance for Blackpool Early Years Settings October 2019

26th January 2020
J Burgeen
Nursery Manager

Injury on Arrival Procedure

Injury on Arrival completed with Parent or Carer



Form checked by practitioner to ensure **ALL** sections completed with as much accurate detail as possible



Practitioner to complete **MY CONCERN** with document attached

Concern to be logged as **IOA**

Practitioner to include if parent/ carer volunteered injury or had to be asked



Designated Safeguarding Lead or Deputy Designated Safeguarding Lead must be informed verbally of the IOA

The IOA will then be placed in the drawer on the nursery managers desk to be signed and filed in the child's file



If the child is identified as being under Social Care

MY CONCERN to be marked as **URGENT**

DSL or **DDSL** to be verbally informed immediately

Social Worker to be contacted and informed of injury

Retrospective Injury on Arrival Procedure

Injury identified after arrival and during nursery session
Injury on Arrival completed by practitioner



Form checked by practitioner to ensure **ALL** sections completed with as much accurate detail as possible



Practitioner to complete **MY CONCERN** with document attached
Concern to be logged as **IOA**

Practitioner to include that injury has been found during the nursery session and parent/carer has not confirmed cause of injury.

DSL or DDSL must also be informed verbally



Decision made by DSL or DDSL to contact immediately or practitioner to speak to parent/carer on return



Parent carer spoken to and details recorded and IOA signed retrospectively
DSL Informed Of Outcome of discussion and decision on appropriate action taken



If the child is identified as being under Social Care

MY CONCERN to be marked as **URGENT**

DSL to be verbally informed immediately



The IOA will then be placed in the drawer on the nursery managers desk to be signed and filed in the child's file