

# All Saints Nursery School

## Existing Injuries Policy

We work together with parents and carers to ensure the health and well being of the children in our care

We will log on a body map any injury that has occurred outside of the nursery school. This body map form will also record the date, time and details of how the injury occurred. Parents/ guardian will be asked to sign the record sheet and it will be counter signed by a member of staff.

Any member of staff noticing an injury that has not been reported by a parent/ guardian will log the injury and then ask the parent guardian to sign and date the record sheet.

Record sheets will be kept in alphabetical order a locked file and reviewed by the child protection co-ordinator to establish any recurrent injuries or concerns

Failure to comply with these procedures will result in the Nursery School contacting Ofsted and filing an incident report.

Policy originally adopted by the Nursery School on 7<sup>th</sup> March 2005

This policy was adopted at a meeting of \_\_\_\_\_ name of setting

Held on \_\_\_\_\_ (date)

Date to be reviewed \_\_\_\_\_ (date)

Signed on behalf of the management committee

Name of signatory

Role of signatory (e.g. chair/owner)

_____	(date)
_____	(date)
_____	
_____	
_____	