



## EXISTING INJURIES

### SMARTIES PRE SCHOOL & OUT OF SCHOOL CLUB

#### POLICY STATEMENT

Smarties Pre-School & Out of School Club ('Smarties') aims to ensure the safety and well being of all children whilst they are in its care, operating in accordance with the setting 's policies, in particular the Child Protection and Health policies.

Parents/Carers are asked to inform a member of the Smarties Staff Team, and complete the Existing Injuries Log before leaving the setting, should their child arrive at Pre-School with an injury that has occurred outside of the setting; for example a bump to their head, a cut/graze or bruise. This information will enable the staff to ensure that the child's injury receives the necessary care during his/her time at the setting without further discomfort.

For the Out of School Club, staff record details from Class teachers or from the children themselves, on arrival, in the accident book. Parents are made aware of this and are asked to sign the accident book upon collection.

This policy was adopted on: 16/06/2023

Date to be reviewed: 16/06/2025

Name of signatory: Victoria Hutter

Role of signatory: Chairman of the Committee

Signed: 16/06/2023