

Safeguarding children – recording existing injuries

It is important that you record every existing injury you note on a child. This does not mean stripping a child on arrival every morning to check for new bruises – but it does mean that if you notice a bruise, cut or other injury on a child you must record it on an existing injury form or in the child's file or other document which is retained by you - until the child is 21 years and 3 months old for insurance.

Best practice advice is that you should write it up immediately before parents leave for work and ask them to sign and date the form. Keep a stack of forms by the door with your register so you can complete one quickly if parents tell you on arrival - 'she fell last night' or 'he bumped his head' etc.

If you notice the injury after parents have left, such as when you are changing the child's nappy, you must record it and ask parents to sign it at the end of the day.

Asking what happened – remember that you are not qualified to ask parents for more information about the injury, but if information is offered it should be recorded.

An existing injury form may be used to record the following information –

- Date and time
- Child's name and date of birth
- Name of practitioner completing the form
- Name of person reporting the existing injury
- Exactly what injury was noted
- Who was present at the time (witnesses)
- What, if anything, the parent (or person who delivered the child to you) said about the injury
- What, if anything, the child said about the injury
- Whether first aid was given or medical advice or treatment was sought for the child – this would be continued on another document
- Some existing injury forms include a body map – some LSCBs state that body maps should no longer be used – you should check locally for latest guidance
- Signatures and date – parent and yours

Note that if a child of any age makes an allegation that someone has hurt them – you see a bruise and they say, 'Daddy did it' or you are talking about a bump or cut and they say 'Aunty did it' – then you MUST follow your Local Safeguarding Children Board procedures and contact someone in authority to investigate the allegation. Any allegation of abuse made by a child must be treated very seriously and immediately recorded and reported. You are not qualified to investigate allegations of abuse and you must not ask the child or another adult further questions.

Safeguarding children is a hot topic for Ofsted and it is very important that childminders (as we work on our own and are vulnerable to allegations being made against us) record all injuries including existing injuries very carefully.

Existing injury record



Date and time –

Child's name and date of birth –

Name of practitioner completing the form –

Name of person reporting the existing injury –

Names of witnesses present –

Exactly what injury was noted / where on the child's body? -

What, if anything, did the parent (or person who delivered the child to you) say about the injury? –

What, if anything, did the child say about the injury? –

Was first aid given or medical advice or treatment sought for the child? –

Signed by parent

Date –

Must be signed by an adult with parental responsibility for the child

Signed by childminder -

Date -