

### CNTC PRE EXISTING INJURY/ACCIDENT RECORD SHEET

This form must be used to record any injuries/accidents that a child has sustained whilst **not at** nursery. **Please note:** any serious/unusual accidents or injuries must be reported **immediately** to the Head/Nursery Manager/Designated Person for Safeguarding.

<b>Child's name:</b>	<b>Date of birth:</b>	<b>Nursery:</b>
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<b>Date the injury/accident occurred:</b>	<b>Date child first came to nursery with injury:</b>
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Please tick to confirm that you have included all of the following in the details about the accident:	<b>Details about the injury/accident:</b>
Full details and a description of the injury/accident, how and where it occurred	
A description of any injuries sustained by the child	
Details of any action taken by the parent, including any first aid treatment, hospital, doctor visits/treatment	
Whether or not the injury is consistent with the explanation of the accident	
Whether or not you reported the injury/accident to a manager/designated person	
Any additional information provided after the injury/accident	

<b>Name and role of staff member who discussed accident/injury with parent:</b> (please print)	<b>Signature:</b>	<b>Date:</b>
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<b>Names of parent the accident/injury was discussed with:</b> (please print)	<b>Signature:</b>	<b>Date:</b>
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