



Accident reporting/investigating reminder for schools

26 Sep 2024

Many schools within the borough report accidents/incidents using the online system [Alcumus/Info-Exchange](#)

Please can schools ensure that **any reportable incidents (all pupil incidents requiring further treatment such as by a hospital or GP and all incidents relating to staff)** are submitted online within 24 hours and that investigations are completed within a week.

Further guidance and information

Please see download to remind schools which tab to select when making reports.

See guidance on [Accident and incident reporting](#)

Related content

[Accident and incident reporting](#)

Was this page useful?

- [Yes](#)
- [Neutral](#)
- [No](#)

Last updated: 26 Sep 2024