Reporting an accident or incident by a school or children centre

Before logging an incident:

It is important to ensure you have all the details to hand as you will not be able to return to the report.

Information required is:

- Full contact details for you and the injured/involved person, their line manager and also any witnesses if there are any
- If service users were involved, what sort of supervision was in place
- Date and time and full postal address details of incident
- If an injury occurred, what type and how
- What were the weather conditions if applicable
- Was first aid provided and if so what and by who
- If emergency services were involved, their name and contact details.

Link to report incident:

Log into the system by the URL: https://ealing.info-exchange.com/SchoolIncidents

If access is available to the councils' intranet the link can also be found in Web Applications
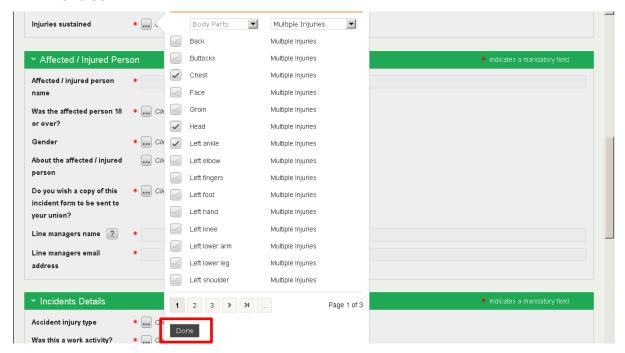
How to log incident:

1. Select New Incident
2. Enter your details as the reporting person as requested
3. Complete each section, some drop down boxes allow you to add more than one selection, if the drop box doesn't close automatically it means you have to scroll to the bottom and select "Done":
   a. Incident summary
   b. Affected/Injured person
   c. Incident details
   d. First aid
4. Once all information has been added submit the report, by selecting "Save changes", you must complete all questions that have * (see below).

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Troubleshooting:

- When selecting from a drop down box, you may have to select "Done" before it will close (you may have to roll the mouse to do this), this is when more than one item can be selected, DO NOT select "Close", this will just delete your choice

- Once all information has been added submit the report, it will only let you do this once every field has been entered otherwise you will get a pop up, details which fields are incomplete