

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).

The screenshot displays a web form for reporting an incident, divided into two main sections: Reporter Details and Incident Summary. Both sections have a green header bar with a dropdown arrow and a red asterisk indicating mandatory fields.

Reporter Details:

- Your name: Jane Butcher
- Your email address: butcherj@ealing.gov.uk
- Title / role: Co-ord
- Telephone number: 7681
- Date and time reported: Automatically calculated

Incident Summary:

- Reference number: (blank)
- Date of incident: 03 Feb 2015
- Time of incident: 05:05
- Unit Team: 3-11 Team - School Effectiveness
- What was the incident?: Incident or Accident
- Did the incident happen at a council location?: Yes
- Council location: Brent Lodge Park including Animal Centre
- Where on the property did this occur?: in the park
- Was anyone injured?: Yes
- Injuries sustained: Click to select

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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

The screenshot shows a web form for reporting an accident. On the left, there are sections for 'Affected / Injured Person' and 'Incidents Details'. The 'Affected / Injured Person' section includes fields for name, age, gender, and contact information. The 'Incidents Details' section includes 'Accident injury type' and 'Was this a work activity?'. A dropdown menu for 'Body Parts' is open, showing a list of body parts with checkboxes and 'Multiple Injuries' text. The 'Done' button at the bottom of the dropdown is highlighted with a red box. A green bar at the top of the form indicates 'indicates a mandatory field'.

- 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

The screenshot shows the 'Witnesses' and 'Emergency Services' sections of the form. A pop-up message is displayed in the center, with an orange header 'Save changes' and a 'Close' button. The message text reads: 'The mandatory fields Accident injury type, Was this a work activity?, Describe the events leading up to the incident and the incident itself, PPE being worn at time of incident, Cause, Weather conditions, Is CCTV available in the location, Affected / injured person name, Gender, Do you wish a copy of this incident form to be sent to your union?, Line managers name, Line managers email address, Was the affected person 18 or over?, Consequence of incident, Was first aid given, Were there any witnesses? were not completed correctly. Please try again.' The background form shows fields for 'Were there any witnesses?', 'Police officers name', 'Police station address', 'Police reference number', and 'Paramedics name'.