

Accident Report System

The Education Space

How this system works:

If a student has an accident at your school, a member of staff can fill in a Google Form with the details of the student's accident. Once the form is submitted, the system will automatically notify the student's primary parent or carer by email (and any other parent/carers who have priority 1 contact with the student) and if the injury is a serious one, it will also notify other members of staff specified by the school, such as the Head Teacher. All the data is stored in a spreadsheet and we can provide interactive dashboards that show which year groups are having the most accidents, where accidents are taking place and more. This is all built on your existing Google account and MIS data so there is no need to create new accounts for staff on a separate system and it is easy for staff to use. For more detailed information, please see below.

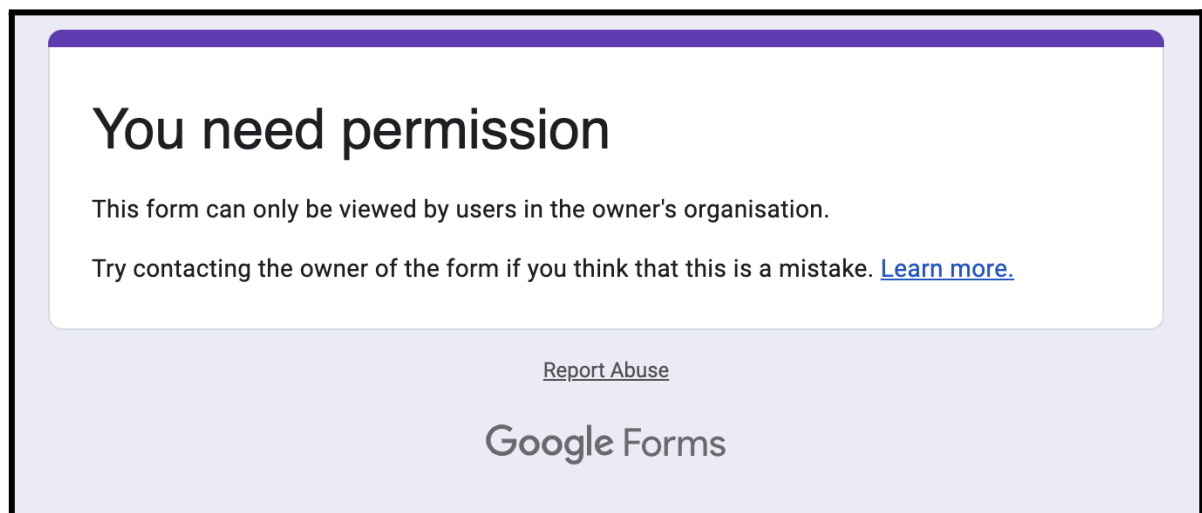
Detailed information and instructions:

If a student has an accident, a member of staff should go to your school's Accident Report Google Form which can be found below:

Link to accident report form: <<add link here>>

QR code to accident report form: <<add QR code here>>

Staff can use any device that connects to the internet (iPad, Chromebook, laptop, etc.) but they need to be logged in with their school Google account. If they are not logged in, it will say you need permission:



Once the staff member has opened the form, they will be asked for their name (the member of staff - not the student) and the year group the student is in:

The screenshot shows a web form titled "Online Accident Form". At the top, it displays the email "luke.craig@npwinet.co.uk" with a "Switch accounts" link and a cloud icon. Below this is a red asterisk indicating a required question. The form is divided into three sections. The first section is labeled "Email *" and contains a checkbox with the text "Record luke.craig@npwinet.co.uk as the email to be included with my response". The second section is labeled "What is your name (first aider) *" and has a text input field with the placeholder "Your answer". The third section is labeled "What year group is the child in? *" and contains two radio button options: "Nursery" and "Reception".

Once the year group has been selected, press the 'Next' button near the bottom and the next page will show a dropdown list of all the students in that year group organised alphabetically by their first name. It also shows their date of birth in case you have two students with the same full name. This information is taken directly from your MIS system and is updated each night. If a student is not appearing on the list, first check that they are on your MIS system and if they are, then contact The Education Space to investigate why it is not updating.

Select the student that had the accident and click 'Next'. Fill in the details of their accident.

IMPORTANT NOTE The parent/carer of the student will be automatically notified by email when the form is submitted. The information they receive will be the response to the first two questions: '**What is the nature of the injury or illness?**' and '**What area of the body is affected?**'. If you select 'Other' for either of these responses, remember that whatever is written here will be included word for word in the email that is sent directly to the parent and

should therefore be entered with care. Do not use these questions to describe the accident or name other students.

Injury or illness details

What is the nature of the injury or illness? *

☐ head injury

☐ cut or open wound

☐ possible sprain

☐ nose bleed

☐ eye injury

☐ graze

☐ bruise or swelling

☐ suspected fracture

☐ splinter

☐ Other: _____

Fill in the rest of the accident details (which will not be sent to parents). This is where you can provide more descriptive information about what happened and it will remain on the school's records.

Please enter a brief description of what caused the injury if known.

Your answer

If the injury is of a serious nature, select 'Yes' to the question: **'Will this be escalated to a member of Leadership to consider contact with parents or guardians and possible further medical treatment?'** and a member of staff specified by your school will be notified:

Will this be escalated to a member of Leadership to consider contact with parents * or guardians and possible further medical treatment?

☐ Yes

☐ No

If your school needs to change who these emails get sent to, they can do so using the spreadsheet below. Please note, only certain members of staff have access to this sheet (contact The Education Space if you need this updated).

<<Add spreadsheet link here>>

Once the form has been submitted, parents will receive an email with the following text:

Dear parent/carer,

This email is to let you know that your child was involved in an accident at school and has received first aid. The details can be found below.

There is no need for you to contact the school about this accident. If the school is concerned about the injury we will attempt to contact you by telephone.

Many thanks

<<Child name>>

<<Nature of injury>>

<<Area of body affected>>

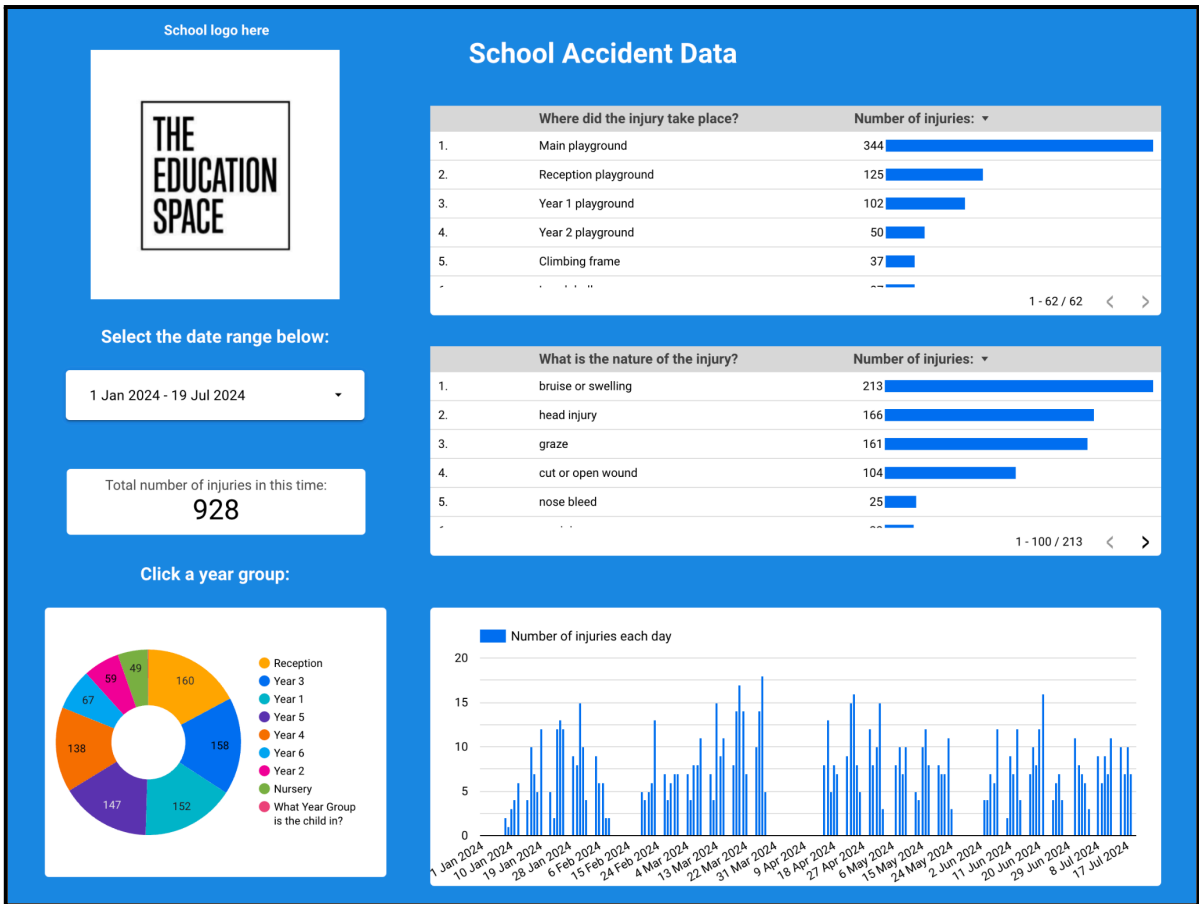
Please note, if you are not collecting your child after school today, it is your responsibility to inform the person or provision collecting them of this injury.

You are advised to seek medical advice as soon as possible if the skin was broken from a bite, the wound was dirty and you are unsure of your immunisation status.

Head injury: you are advised to seek medical advice as soon as possible if your child vomits, is drowsy, has a headache, seems confused or dizzy, has visual problems, or has breathing problems.

It is possible to change this text if necessary. Get in touch with The Education Space to facilitate this.

We can also provide you with an interactive dashboard containing all of the information about accidents at your school on one page. You can click on year groups or locations to filter the data:



If you have any questions about this system, please get in touch with The Education Space. This system can be modified on a bespoke school by school basis but there would be a cost involved with this.

Feedback

We would be grateful for any feedback you have after using this system. Please use the following link to share your ideas with us:

https://docs.google.com/forms/d/e/1FAIpQLSe2zVA66LMB4JV4I-IBsG1iff9jRDV777cVllo-2j9UYrE_nQ/viewform