



## Accident reporting/investigating reminder for schools

08 Jul 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.

To meet legal obligations, any outstanding incident investigations should also be closed off before the end of term.

### Further guidance and information

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

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



and or type unknown

[Accidents tab reporting reminder.pdf \(pdf\)](#)

### Related content

[Accident and incident reporting](#)

### Was this page useful?

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

### Contacts

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