

EVOLVE *accidentbook*

eduFOCUS
providers of **EVOLVE**

SIMS helping schools inspire
Technical Partner 2014/15



EVOLVE*accidentbook*

The easy way for schools and colleges to manage injuries, illnesses and accidents.

For more information about
EVOLVE*accidentbook* please contact us:

tel. 01394 775250
email. hello@edufocus.co.uk

web. www.edufocus.co.uk



Why choose **EVOLVE*accidentbook***?

- ✓ **Easy** to use
- ✓ **Saves time** with simple online recording
- ✓ **Complies** with HSE & DfE guidelines
- ✓ **Saves money** for schools and colleges
- ✓ **Improves** school-home communication
- ✓ **Integrates** with EVOLVE
- ✓ **Customisable** in real time

Legal Accident Book to record illnesses, injuries and accidents

Record & monitor incidents from any device at any location, anytime

Single point access to student contacts, medical needs and care plans

Automatically notifies key staff when incidents occur

MIS integration automatically creates staff and populates student details

Simple one click reporting for Senior Staff and Governors

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EVOLVEaccidentbook is an online accident book that:

- Has been developed specifically for schools
- Records accidents, illnesses and behavioural incidents
- Complies with DfE, Ofsted and legal requirements
- Brings together key details to improve incident management (e.g Care Plans, medical info etc.)
- Provides a comprehensive overview for senior staff and H&S managers
- Generates reports to help inform future planning and resource management

5 Reasons to choose

EVOLVE *accidentbook*

1) *EVOLVE*accidentbook is easy to adopt

- Works *with* EVOLVE
- No need to setup new accounts for staff – use existing EVOLVE user accounts
- Access from within EVOLVE or directly from www.EVOLVEaccidentbook.co.uk
- Works with your MIS (e.g. SIMS) to provide up-to-date student details throughout the system (e.g. name, class, year group, medical details, parent/carer contact etc.)
- Online real-time control panel allows you to easily customise menus with location, period & room details specific to your school/college
- Get up and running in a matter of minutes

2) *EVOLVEaccidentbook* helps you to ensure compliance

Legal Requirements	<i>EVOLVEaccidentbook</i> Compliance
Have readily accessible accident records	<ul style="list-style-type: none">• 24/7/365 Online system• Optimised for PC, Tablet and Mobile Devices
Enable any member of staff to record accidents	<ul style="list-style-type: none">• Intuitive user interface• Simultaneous use of the accident book• Unlimited user accounts
Keep records for a minimum of three years	<ul style="list-style-type: none">• Fully hosted system; never misplace the accident book• Automatically backed-up• Records kept indefinitely
Store records in accordance with the requirements of the Data Protection Act	<ul style="list-style-type: none">• UK Data Centre• Comprehensive access control restrictions• Data Centre and servers protected by sophisticated physical and virtual security systems• Fully compliant with UK Data Protection Act
RIDDOR and Ofsted Reporting	<ul style="list-style-type: none">• Generates all of the information required for potential onward submission of accident details to HSE under RIDDOR or Ofsted (if you are on the Early Years Register or Childcare Register).

3) *EVOLVEaccidentbook* is an inclusive system

- Online system that is available 24/7/365
- Permit any staff member to record incidents at anytime on any device
- Everything in one accessible place: incident reports, follow-up notes, attachments, student Care Plans & key medical details, parental contact information etc.
- Search and browse the incident history for pupils, classes, year groups, staff etc.
- Print parent/carer 'incident notification' letters
- Send 'incident notification' emails directly to parents/carers

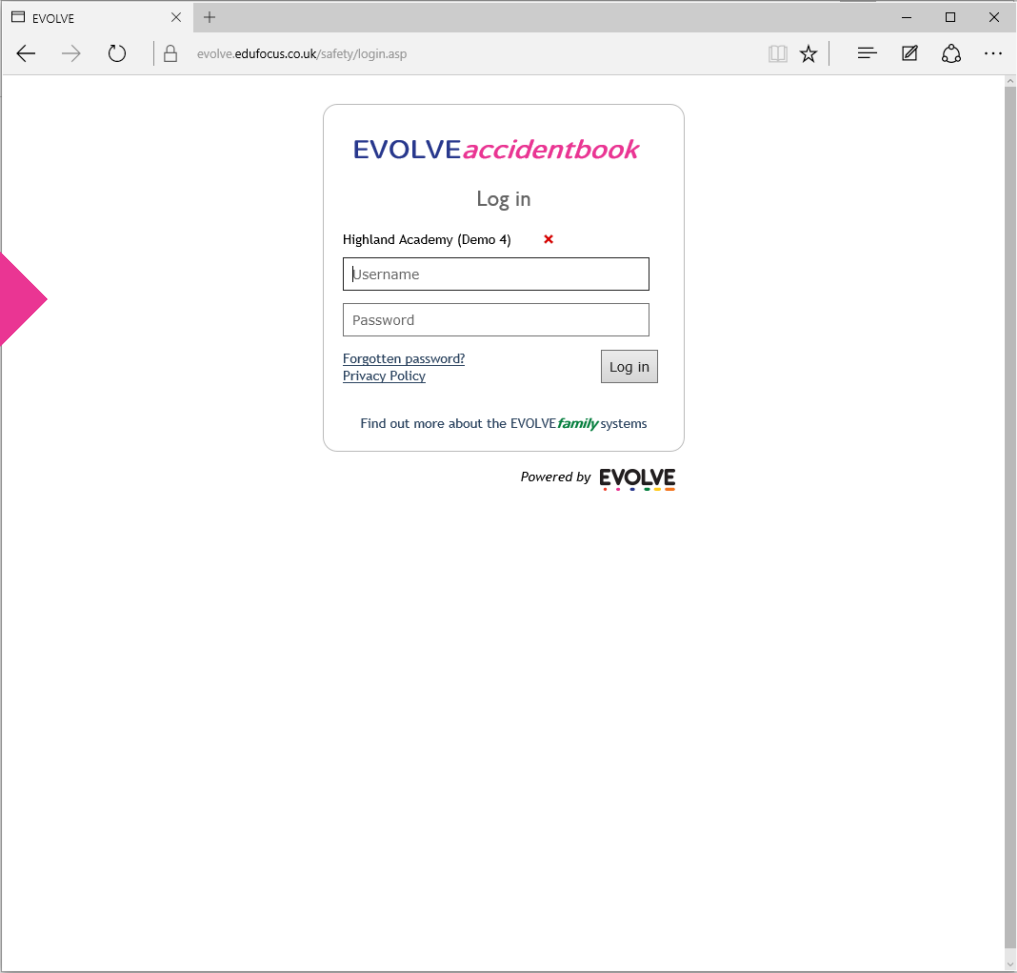
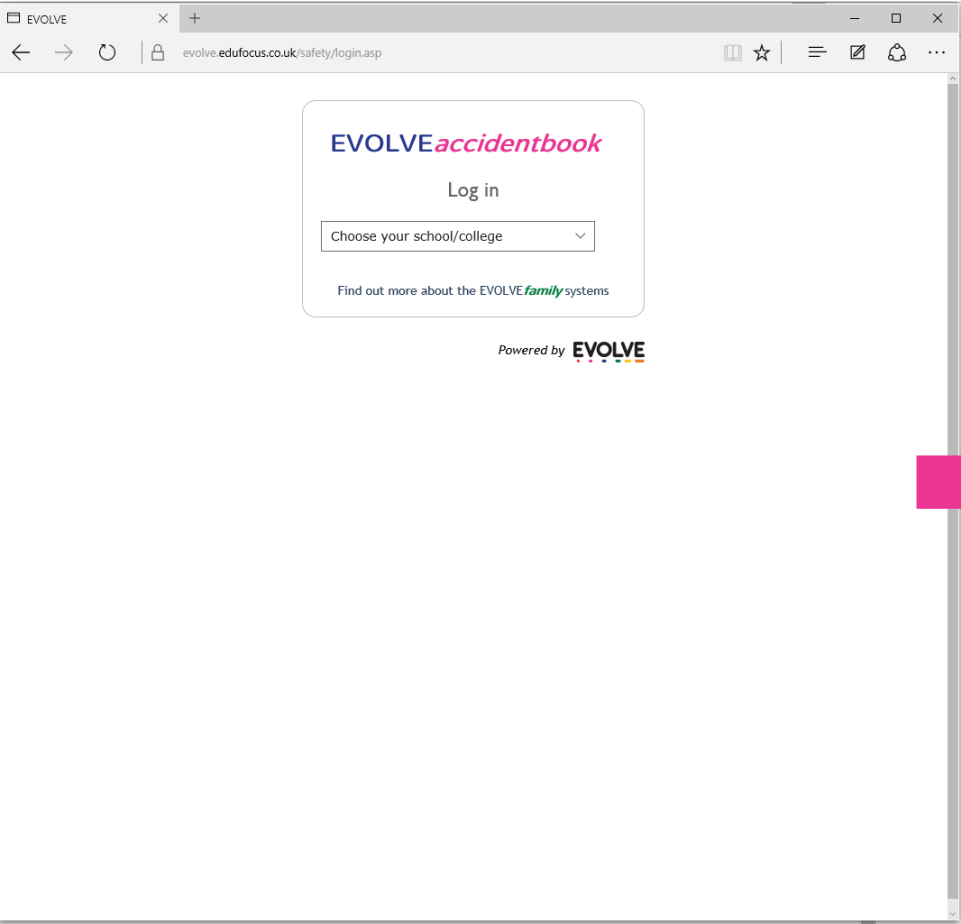
4) *EVOLVEaccidentbook* helps to inform H&S planning & resource management

- Integrated reporting tools provide graphical and statistical reports by:
 - Type of person involved (Student, Staff, Visitor, Contractor or Other)
 - Type of incident (Accident, New Illness, Pre-existing Illness or Behaviour)
 - Severity of incident (Near Miss, Minor, Major or RIDDOR)
 - Action Taken after incident (First Aid, Referred to GP, Sent Home, Taken to hospital)
 - Day of the week
 - Time of Day (e.g. Period 1, Break, Lunch etc.)
 - Subject incident occurred during
 - Activity taking place when incident occurred
 - Location of incident
- Incident trend analysis allows you to easily identify spikes
- Reporting tools enable senior staff and H&S managers to easily identify trends and needs so that appropriate actions can be taken to manage and limit future incidents

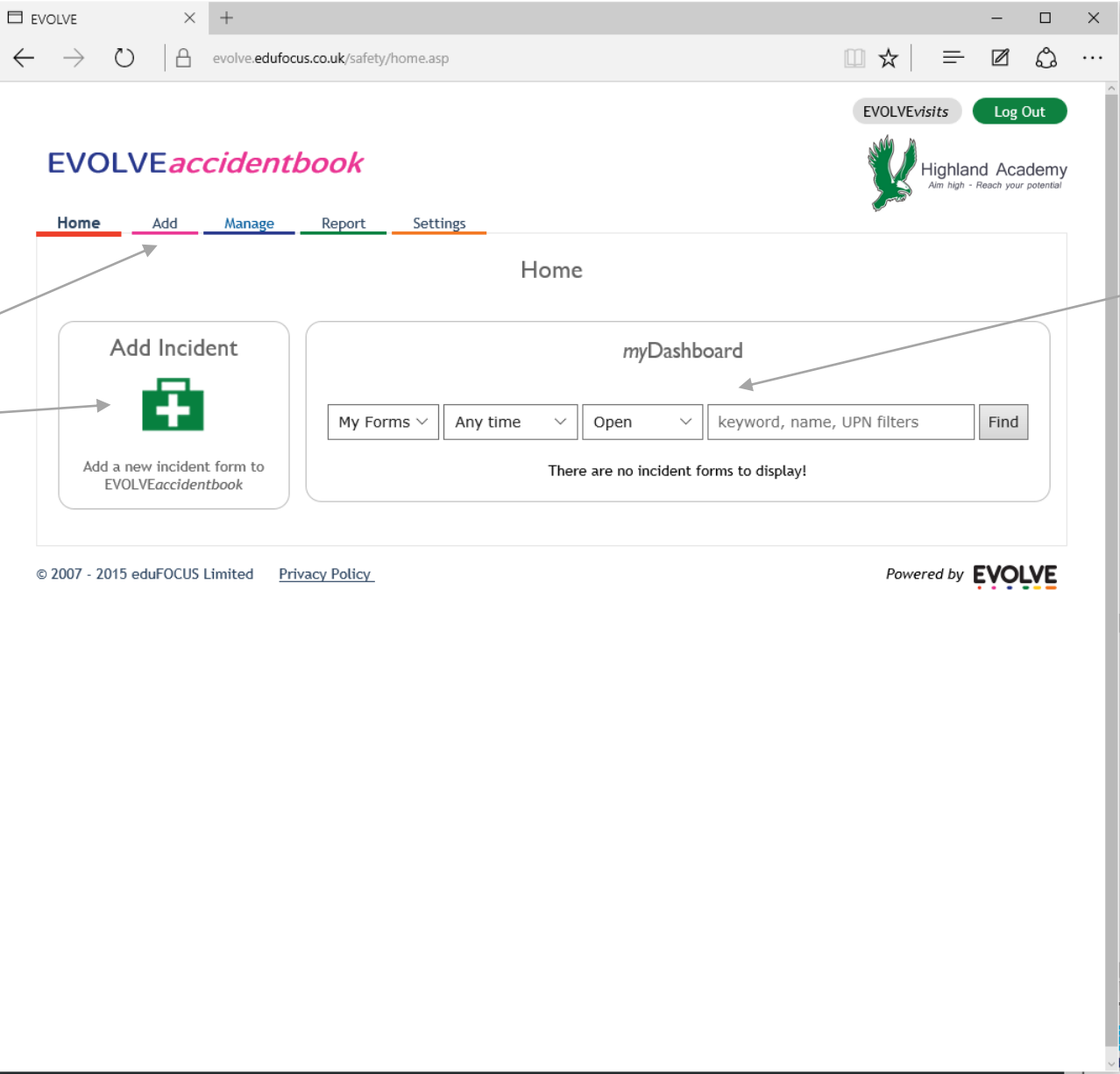
5) *EVOLVEaccidentbook* is a cost effective solution

- Priced according to the size of your school/college
- Prices from as little as £199 + VAT pa

Using EVOLVE*accidentbook*



Using EVOLVEaccidentbook



Record a new accident, illness or behavioural incident

List, search or browse incident forms that you have added

EVOLVEvisits Log Out

EVOLVEaccidentbook Highland Academy
Aim high - Reach your potential

Home Add Manage Report Settings

Add Incident Form

Please answer the following questions about the incident using the best information & knowledge that you have at this current time.
You can add supplementary notes, add attachments and make changes to the form after it has been submitted.

Who was injured?

Type: Student

Student Name: Elliot

Parent Email:

MID:	
Nut:	No
Epi:	No
Ast:	Yes
Inh:	No
Dia:	No
HCP:	No
LAC:	F
Eligibleforfreemeals:	F

When did it happen?

Date: []

Time: Hour [] : Min []

Period: Choose... []

View student details from your MIS

As you complete each section the next part of the form displays

EVOLVEvisits [Log Out](#)

EVOLVEaccidentbook Highland Academy
Amh Bho - Reach your potential

[Home](#) [Add](#) [Manage](#) [Report](#) [Settings](#)

<< Incident Form

Incident ID: 254
Added by: @ 02/10/2015 11:42:44

Who was injured?
Type: Student
Name: Aiden

When did it happen?
Date: 02/10/2015
Time: 11:20
Period: Break

Where did it happen?
Location: N/A
Location Details: none
Subject: Break & Lunch
Activity: Not Applicable

What happened?
Incident Type: New Illness
Incident Severity: Minor
Incident Description: migraine
Injury Summary: None
Injury Description:
Will the injury cause absence? No

Action Taken
Who managed the incident? Alison
How was the incident managed? Advised to see GP
Incident Management Details: causing slight dizziness and feeling sick, rang left message on mums phone waiting for call back.
Action taken to prevent recurrence: none
Incident Status: Open

Attachments +

Additional Notes +

Authorised users can click on any response to edit it. All changes are logged as notes at the bottom of the form.

View student details from MIS, print or email a parent/carer incident notification letter or print a hard copy of the Incident Form

Add additional notes and attachments so that everything is stored together



EVOLVEaccidentbook

[Home](#) [Add](#) [Manage](#) [Report](#) [Settings](#)

Manage Incidents

Any time All Incidents Open Incidents keyword, name, UPN filters

Date	Time	Type	Severity	Name	Action	Status
02/10/2015	11:20	New Illness	Minor	Student - Aiden Douglass	GP	Open
02/10/2015	08:45	Pre-existing condition	Minor	Student - Chloe Yeates	GP	Open
01/10/2015	08:10	Accident	Minor	Staff - joanne hill	First Aid	Open
01/10/2015	08:35	Pre-existing condition	Minor	Student - Ali Farooq	GP Sent home	Open
01/10/2015	10:00	Accident	Minor	Student - Tom Robson	First Aid	Open
01/10/2015	11:10	Accident	Minor	Student - Dion Smith	GP Sent home Hospital	Open
01/10/2015	14:20	New Illness	Minor	Student - Kieran lightfoot	None	Open
30/09/2015	11:10	New Illness	Minor	Student - Ali Farooq	None	Open
30/09/2015	11:15	New Illness	Minor	Student - Uwais Ahmed	GP	Open
30/09/2015	12:30	New Illness	Minor	Student - Bethany Evans	Sent home	Open
30/09/2015	13:00	Accident	Minor	Student - Dion Smith	First Aid	Open
30/09/2015	13:30	Accident	Minor	Student - Harriet Ward	First Aid	Open
30/09/2015	10:00	Accident	Minor	Student - Reuben Sabrah	None	Open
30/09/2015	14:30	Accident	Minor	Student - Josh Youll	None	Open
30/09/2015	18:10	Accident	Minor	Student - Grace Jackson	First Aid	Open

First Aid/H&S Managers can browse and search all forms to easily monitor incidents and follow-up actions taken

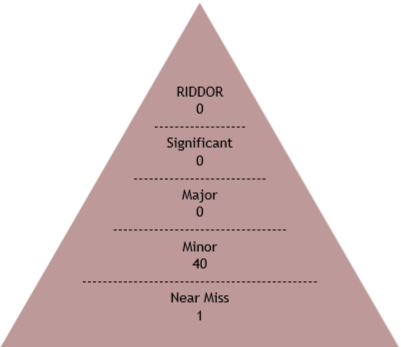


Incident Reporting

Last 28 days
 or choose dates
 07/09/2015 05/10/2015 All Incidents Any Status All People All Subjects

Incidents Summary: 07/09/2015 - 05/10/2015

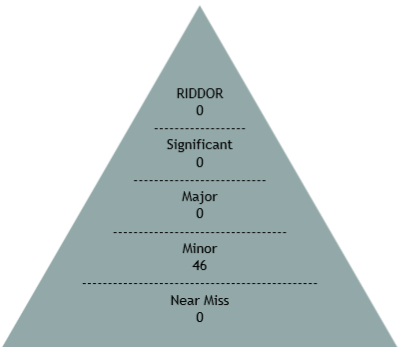
Report generated @ 05/10/2015 09:25:51



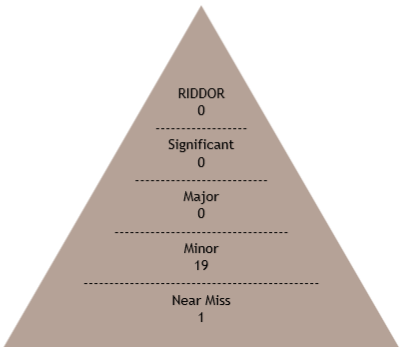
41 Accidents



2 Behaviour Incidents

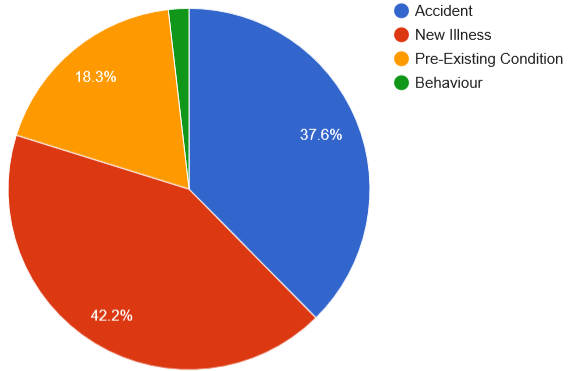


46 New Illnesses

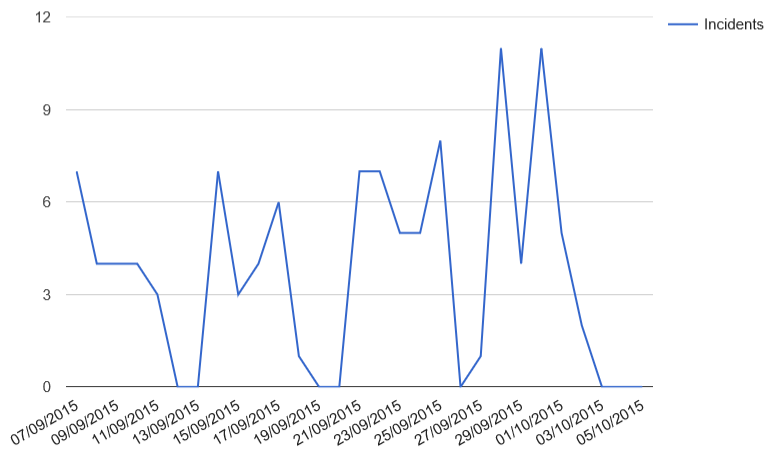


20 Pre-Existing Conditions

Incidents by Type



Incident Trend



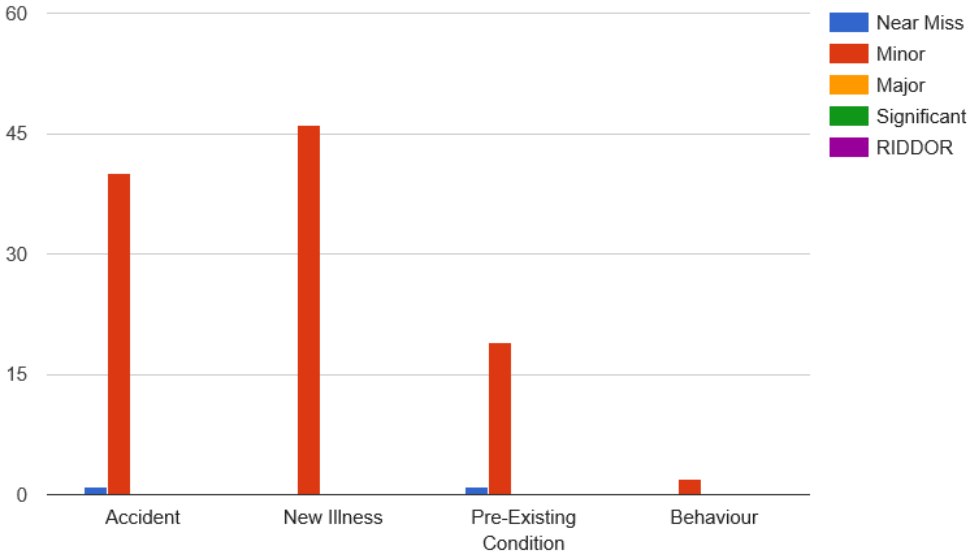
Incidents by Type

Incident Severity	Near Miss	Minor	Major	Significant	RIDDOR	Total
Accident	1	40	0	0	0	41
New Illness	0	46	0	0	0	46
Pre-Existing Illness	1	19	0	0	0	20
Behaviour	0	2	0	0	0	2

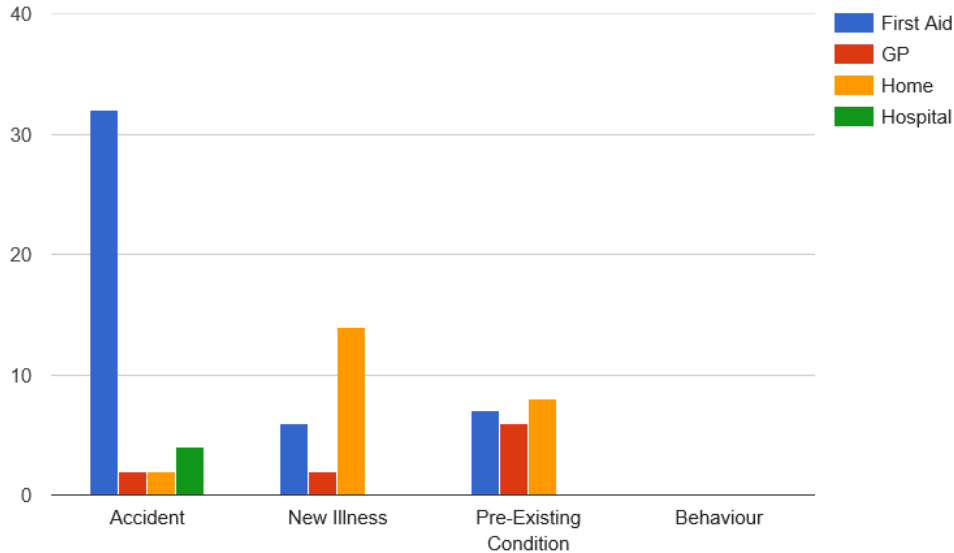
Incidents by Action Taken

Incident Type	First Aid	GP	Home	Hospital	Total
Accident	32	2	2	4	41
New Illness	6	2	14	0	46
Pre-Existing Illness	7	6	8	0	20
Behaviour	0	0	0	0	2
Total	45	10	24	4	83

Incidents by Type



Incidents by Action



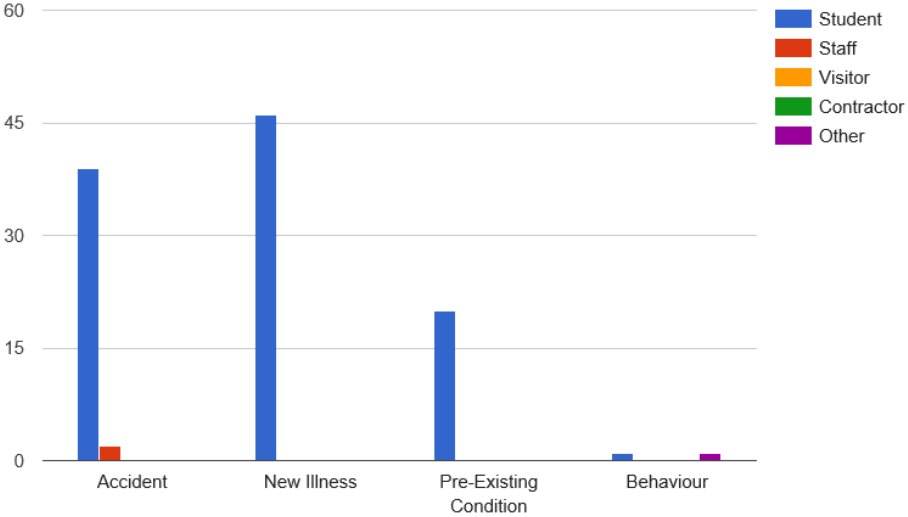
Incidents by Person Type

Incident Type	Student	Staff	Visitor	Contractor	Other
Accident	39	2	0	0	0
New Illness	46	0	0	0	0
Pre-Existing Illness	20	0	0	0	0
Behaviour	1	0	0	0	1
Total	106	2	0	0	1

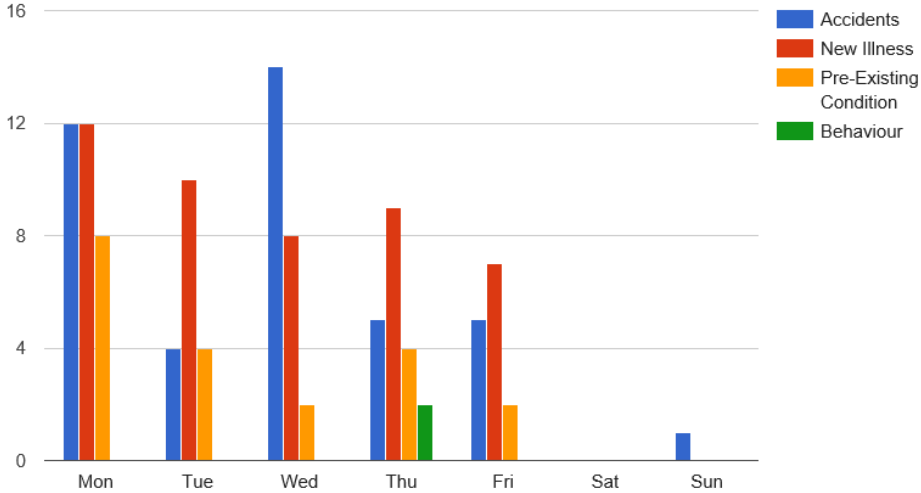
Incidents by Day

Day	Accident	New Illness	Pre-Existing Illness	Behaviour	Total
Monday	12	12	8	0	32
Tuesday	4	10	4	0	18
Wednesday	14	8	2	0	24
Thursday	5	9	4	2	20
Friday	5	7	2	0	14
Saturday	0	0	0	0	0
Sunday	1	0	0	0	1

Incidents by Person Type



Incidents by Day

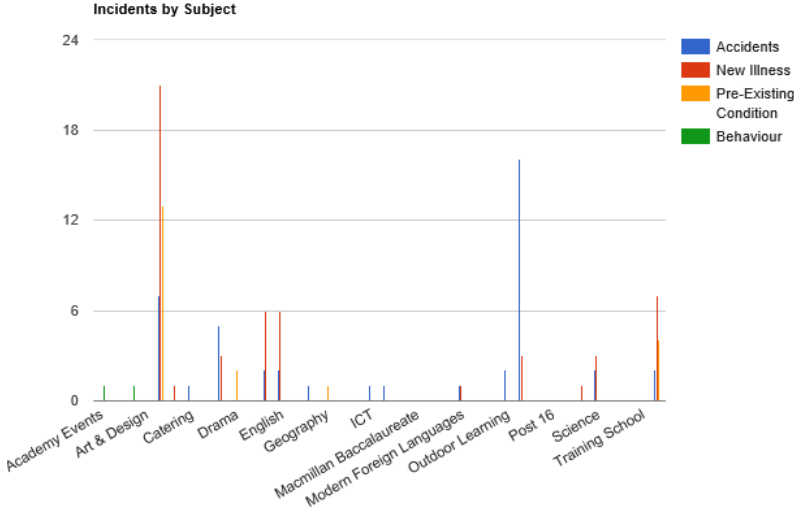
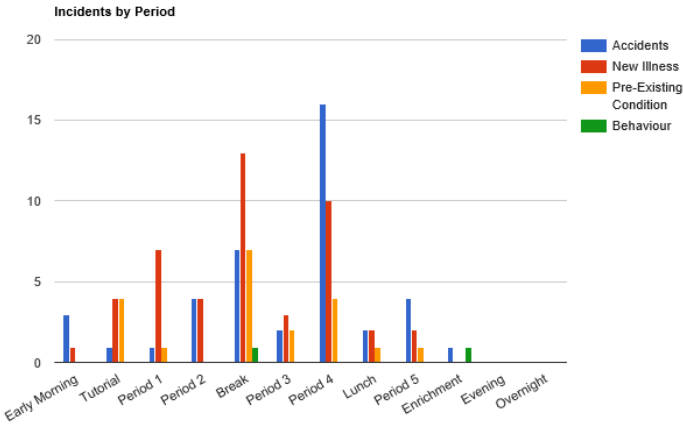


Incidents by Period

Period	Accident	New Illness	Pre-Existing Illness	Behaviour	Total
Early Morning	3	1	0	0	4
Tutorial	1	4	4	0	9
Period 1	1	7	1	0	9
Period 2	4	4	0	0	8
Break	7	13	7	1	28
Period 3	2	3	2	0	7
Period 4	16	10	4	0	30
Lunch	2	2	1	0	5
Period 5	4	2	1	0	7
Enrichment	1	0	0	1	2
Evening	0	0	0	0	0
Overnight	0	0	0	0	0

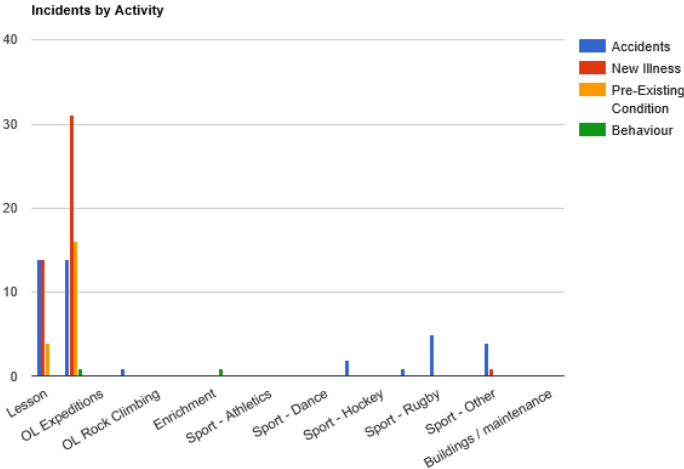
Incidents by Subject

Subject	Accident	New Illness	Pre-Existing Illness	Behaviour	Total
Academy Events	0	0	0	1	1
Accounts	0	0	0	0	0
Admin	0	0	0	1	1
Art & Design	0	0	0	0	0
Break & Lunch	7	21	13	0	41
Business & Enterprise	0	1	0	0	1
Catering	1	0	0	0	1
Dance	0	0	0	0	0
Design & Technology	5	3	0	0	8
Drama	0	0	2	0	2
Educational Visits	0	0	0	0	0
English	2	6	0	0	8









Incidents by Activity

Activity	Accident	New Illness	Pre-Existing Illness	Behaviour	Total
Lesson	14	14	4	0	32
Not Applicable	14	31	16	1	62
OL Expeditions	0	0	0	0	0
OL Mountain Biking	1	0	0	0	1
OL Rock Climbing	0	0	0	0	0
OL Ski	0	0	0	0	0
Enrichment	0	0	0	1	1
Educational Visit	0	0	0	0	0
Sport - Athletics	0	0	0	0	0
Sport - Cricket	0	0	0	0	0
Sport - Dance	0	0	0	0	0
Sport - Football	2	0	0	0	2



Settings

<h4>Menus</h4>  <p>Edit Incident Form Drop-Down Menus.</p>	<h4>Parent Letter</h4>  <p>Configure Parent/Carer Letter</p>	<h4>Notifications</h4>  <p>Configure notification email addresses</p>	<h4>User Permissions</h4>  <p>Set user access rights</p>
<h4>EVOLVElink</h4>  <p>Set-up and configure the link with your MIS</p>	<h4>User Accounts</h4>  <p>Manage user accounts</p>		

Get started with *EVOLVEaccidentbook* today.

1. Say Hi



INTRODUCTION

Drop us a line and we will organise a remote demonstration.

2. Take a look around



REMOTE DEMONSTRATION

We will show you *EVOLVEaccidentbook* and answer any of your questions.

3. You're good to go!



SIGN UP

Use *EVOLVEaccidentbook* to start recording incidents for staff, students and visitors.

01394 775 250

hello@edufocus.co.uk