

Partner Email

Menu → Student Welfare → Incidents
→ Incident Menu → Partner Email

Select Student → Type in Contact Email
Address → Add

Anna Arandelle	<input type="text" value="Email Address"/>	<input type="button" value="Add"/>
Student Name	Email	
Anna Arandelle	niall@huistechnologies.com	<input type="button" value="Delete"/>
Anna Arandelle	alex@huistechnologies.com	<input type="button" value="Delete"/>
Baloo Bear	alex@huistechnologies.com	<input type="button" value="Delete"/>

Triggers

Menu → Student Welfare → Incidents → Physical Intervention Menu → Triggers

Type in Trigger Name → Add

Triggers

Trigger Name

Name

Boredom	<input type="button" value="Delete"/>
Change of routine	<input type="button" value="Delete"/>
Change of staff	<input type="button" value="Delete"/>
Consequences	<input type="button" value="Delete"/>
Continuation of incident	<input type="button" value="Delete"/>
Demand avoidance	<input type="button" value="Delete"/>
Disappointment	<input type="button" value="Delete"/>
Finishing	<input type="button" value="Delete"/>
Home time	<input type="button" value="Delete"/>
Hunger	<input type="button" value="Delete"/>
Illness	<input type="button" value="Delete"/>

Incident details

Date & time:	<input type="text" value="dd/mm/yyyy --"/>
Location:	<input type="text"/>
During which activity:	<input type="text" value="--- SELECT SUBJECT ---"/>
Trigger(s):	<input type="text" value="--- SELECT TRIGGER ---"/>
Staff involved:	<input type="text" value="--- SELECT STAFF MEMBER ---"/>
Names of any witnesses:	<input type="text"/>
Contact information for witnesses:	<input type="text"/>
Details for other involved parties: (include names, relationship to student, and contact details)	<input type="text"/>
Other students involved: (use initials for other children / young people involved)	<input type="text"/>

De-escalation Techniques

Menu → Student Welfare → Incidents → Physical Intervention Menu → De-Escalation Techniques

Type in De-Escalation Method → Add

De-escalation Techniques

Technique Name Add

Name

Offer Choices	Delete
Planned ignoring	Delete
Reassuring	Delete
Reminder of consequences	Delete
Remove audience	Delete
Respect Personal Space	Delete
Success reminder	Delete
Supportive touch	Delete
Swap adult	Delete
Take-up time	Delete
Verbal support & advice	Delete
Withdrawal directed	Delete
Withdrawal offered	Delete

Details of any physical intervention used:

De-Escalation technique used:

Reason for physical intervention:

Type of physical intervention used:

Secondary type of physical intervention used:

Duration of physical intervention:

Physical Interventions

Menu → Student Welfare → Incidents
→ Physical Intervention Menu →
Physical Interventions

Type in Physical Intervention
Method → Add

Physical Interventions

Intervention Name Add

Name

1-person double elbow	Delete
2-person double elbow	Delete
Caring C	Delete
Cupped C's	Delete
Double forearm hold	Delete
Duty of care	Delete
Extended arm hold	Delete
Half shield	Delete
Help hug	Delete
Help hug to floor	Delete
Loose guide (friendly)	Delete

Details of any physical intervention used:

De-Escalation technique used:

Reason for physical intervention:

Type of physical intervention used:

Secondary type of physical intervention used:

Duration of physical intervention:

Physical Intervention Reasons

Menu → Student Welfare → Incidents → Physical Intervention Menu → Intervention Reasons

Type in Physical Intervention Reason → Add

Physical Intervention Reasons

Reason Name Add

Name

Hurting others	Delete
Hurting self	Delete
Serious damage to property	Delete
Serious disruption	Delete

Details of any physical Intervention used:

De-Escalation technique used: SELECT OF ESCALATION TECHNIQUE ...

Reason for physical intervention: --- SELECT REASON ---

Type of physical intervention used: --- SELECT TYPE ---

Secondary type of physical intervention used: --- SELECT SECONDARY TYPE ---

Duration of physical intervention: Select duration

Physical Interventions Duration

Menu → Student Welfare → Incidents
→ Physical Intervention Menu →
Intervention Durations

Type in Duration Time → Add

Physical Intervention Durations

Duration Name Add

Name

< 10 min	Delete
< 15 min	Delete
< 5 min	Delete
Momentary	Delete

Details of any physical intervention used:

De-Escalation technique used:	--- SELECT DE-ESCALATION TECHNIQUE ---
Reason for physical intervention:	--- SELECT REASON ---
Type of physical intervention used:	--- SELECT TYPE ---
Secondary type of physical intervention used:	--- SELECT SECONDARY TYPE ---
Duration of physical intervention:	Select duration

First Aid - Nature of Injury

Menu → Student Welfare → Incidents
→ First Aid Menu → Nature of Injury

Type in Type of Injury → Add

Nature of Injury

Nature of Injury Name Add

Name

Allergic reaction	Delete
Amputation	Delete
Breathing difficulties	Delete
Bruising	Delete
Burn	Delete
Concussion	Delete
Cut to skin	Delete
Dislocation	Delete
Fracture	Delete

First Aid Details

Nature of Injury:

Caused By:

Body Part Affected:

Area Affected:

First Aid Given:

Next of Kin Informed By:

Injured Person After:

Outcome:

First Aid - Caused By

Menu → Student Welfare → Incidents
→ First Aid Menu → Caused By

Type in Caused by Name → Add

Caused By

Name

Accident in classroom

Accident in playground

Another pupil

First Aid Details	
Nature of Injury:	--- SELECT NATURE OF INJURY ---
Caused By:	--- SELECT CAUSED BY ---
Body Part Affected:	--- SELECT BODY PART AFFECTED ---
Area Affected:	--- SELECT AREA AFFECTED ---
First Aid Given:	--- SELECT FIRST AID GIVEN ---
Next of Kin Informed By:	--- SELECT NEXT OF KIN INFORMED BY ---
Injured Person After:	--- SELECT INJURED PERSON AFTER ---
Outcome:	--- SELECT OUTCOME ---

First Aid - Body Part Affected

Menu → Student Welfare → Incidents
→ First Aid Menu → Body Part Affected

Type in Body Part Name → Add

Body Part Affected

Body Part Affected Name Add

Name

Arms	Delete
Face	Delete
Feet	Delete
Fingers	Delete
Genital area	Delete
Hands	Delete
Head	Delete
Legs	Delete
Toes	Delete
Torso (upper body back)	Delete
Torso (upper body front)	Delete

First Aid Details

Nature of Injury:	<input type="text"/>
Caused By:	<input type="text"/>
Body Part Affected:	<input type="text"/>
Area Affected:	<input type="text"/>
First Aid Given:	<input type="text"/>
Next of kin informed By:	<input type="text"/>
Injured Person After:	<input type="text"/>
Outcome:	<input type="text"/>

First Aid - Area Affected

Menu → Student Welfare → Incidents
→ First Aid Menu → Area Affected

Type in Area Name → Add

Area Affected

Area Affected Name

Name

Back	<input type="button" value="Delete"/>
Front	<input type="button" value="Delete"/>
Left	<input type="button" value="Delete"/>
Right	<input type="button" value="Delete"/>

First Aid Details

Nature of Injury:	<input type="text" value="--- SELECT NATURE OF INJURY ---"/>
Caused By:	<input type="text" value="--- SELECT CAUSED BY ---"/>
Body Part Affected:	<input type="text" value="--- SELECT BODY PART AFFECTED ---"/>
Area Affected:	<input type="text" value="--- SELECT AREA AFFECTED ---"/>
First Aid Given:	<input type="text" value="--- SELECT FIRST AID GIVEN ---"/>
Next of Kin Informed By:	<input type="text" value="--- SELECT NEXT OF KIN INFORMED BY ---"/>
Injured Person After:	<input type="text" value="--- SELECT INJURED PERSON AFTER ---"/>
Outcome:	<input type="text" value="--- SELECT OUTCOME ---"/>

First Aid Given

Menu → Student Welfare → Incidents
→ First Aid Menu → First Aid Given

Type in type of first aid given Name → Add

First Aid Given

First Aid Given Name Add

Name

Bandage (weight bearing)	Delete
Cold compress	Delete
Paracetamol given	Delete
Plaster applied	Delete
wound dressed	Delete

First Aid Details

Nature of Injury:	<input type="text" value="-- SELECT NATURE OF INJURY --"/>
Caused By:	<input type="text" value="-- SELECT CAUSED BY --"/>
Body Part Affected:	<input type="text" value="-- SELECT BODY PART AFFECTED --"/>
Area Affected:	<input type="text" value="-- SELECT AREA AFFECTED --"/>
First Aid Given:	<input type="text" value="-- SELECT FIRST AID GIVEN --"/>
Next of Kin Informed By:	<input type="text" value="-- SELECT NEXT OF KIN INFORMED BY --"/>
Injured Person After:	<input type="text" value="-- SELECT INJURED PERSON AFTER --"/>
Outcome:	<input type="text" value="-- SELECT OUTCOME --"/>

First Aid - Next of Kin informed by

Menu → Student Welfare → Incidents
→ First Aid Menu → Next of kin
informed By

Type in Next of Kin Informed
by Name → Add

Next of Kin Informed By

Name

Parent / carer emailed

Parent / carer informed face to face

Parent / carer telephoned

Parent / carer text sent

First Aid Details	
Nature of Injury:	--- SELECT NATURE OF INJURY ---
Caused By:	--- SELECT CAUSED BY ---
Body Part Affected:	--- SELECT BODY PART AFFECTED ---
Area Affected:	--- SELECT AREA AFFECTED ---
First Aid Given:	--- SELECT FIRST AID GIVEN ---
Next of Kin Informed By:	--- SELECT NEXT OF KIN INFORMED BY ---
Injured Person After:	--- SELECT INJURED PERSON AFTER ---
Outcome:	--- SELECT OUTCOME ---

First Aid - Injured Person After

Menu → Student Welfare → Incidents →
First Aid Menu → Injured Person After

Type in What Happened to the
Injured Person After Name → Add

What Happened To The Injured Person After

Name

Add

Name

Stayed on site but not in class/activity

Delete

Taken to hospital

Delete

Went back to class/activity

Delete

Went home

Delete

First Aid Details	
Nature of Injury:	--- SELECT NATURE OF INIURY ---
Caused By:	--- SELECT CAUSED BY ---
Body Part Affected:	--- SELECT BODY PART AFFECTED ---
Area Affected:	--- SELECT AREA AFFECTED ---
First Aid Given:	--- SELECT FIRST AID GIVEN ---
Next of Kin Informed By:	--- SELECT NEXT OF KIN INFORMED BY ---
Injured Person After:	--- SELECT INJURED PERSON AFTER ---
Outcome:	--- SELECT OUTCOME ---

First Aid - Outcome

Menu → Student Welfare → Incidents
→ First Aid Menu → Outcome

Type in Outcome Name → Add

Outcome

Outcome Name Add

Name

COSHH reported	Delete
No report required	Delete
RIDDOR (7+ days absence due to injury)	Delete
RIDDOR (Amputation)	Delete
RIDDOR (Blinding/ Sight Loss)	Delete
RIDDOR (Crush injury to torso/brain)	Delete
RIDDOR (Loss of consciousness)	Delete
RIDDOR (Other injury requiring 24hrs + in hospital)	Delete
RIDDOR (Scalping)	Delete
RIDDOR (Serious burn)	Delete

First Aid Details

Nature of Injury:	--- SELECT NATURE OF INJURY ---
Caused By:	--- SELECT CAUSED BY ---
Body Part Affected:	--- SELECT BODY PART AFFECTED ---
Area Affected:	--- SELECT AREA AFFECTED ---
First Aid Given:	--- SELECT FIRST AID GIVEN ---
Next of Kin Informed By:	--- SELECT NEXT OF KIN INFORMED BY ---
Injured Person After:	--- SELECT INJURED PERSON AFTER ---
Outcome:	--- SELECT OUTCOME ---

Incident Tags

Menu → Student Welfare → Incidents
→ Settings → Tags

Type in Tag Name → Add

Incident Tags

Tag Name Add

Name Active

Inappropriate clothing	Delete
Sent home	Delete
Report to headteacher	Delete
Significant concern	Delete
Absconding	Delete
Threatening behaviour	Delete
Physical intervention	Delete
Disruptive lateness	Delete
Bullying	Delete
Confiscation	Delete
Alcohol use	Delete
Verbal abuse	Delete
Activities restricted	Delete
Malicious disruptive behaviour	Delete

Completing an Incident Form

Menu → Students → Select Student → Incident

Fill in All Relevant Boxes on Form → Scroll Down & Save

Anna Louisa Arandelle
School: Nelson Road EC
Group: Year 5
Roll: 12

[Incident](#) [Safeguarding Concern](#) [Snapshot report](#) [View details](#)

Student Alert
Pleaseur energy only to eat what she brings in from home

Progress
Attendance Behaviour Participation Targets

Student Details
Name: Anna Louisa Arandelle
DOB: 31/05/2007
Learntrek student number: 3001
Student address details: 72 CROMWELL RD SOUTHSEA POKESHA
Gender: M/F/O: Female

Guardian Details
Name: Anna Louisa Arandelle
DOB: 31/05/2007
Learntrek student number: 3001
Student address details: 72 CROMWELL RD SOUTHSEA POKESHA
Gender: M/F/O: Female

Incident Form

Staff details

Name of person reporting:	Fran Short
Job role of person reporting:	Customer Account Lead
Tick to confirm you are reporting an incident on your own behalf:	<input type="checkbox"/>
Tick to confirm if this incident involves an injury:	<input type="checkbox"/>
If reporting on behalf of another party, please provide details:	

Student details

Name:	Anna Arandelle
DOB:	31/05/2007
Learntrek student number:	3001
Student address details:	72 CROMWELL RD SOUTHSEA POKESHA
Gender: M/F/O:	Female
Student tags:	Add Remove Add Remove Add Remove Add Remove Add Remove Add Remove
Additional details:	Additional details