

Accident forms & incident logs

Overview

Our Accident Form system allows you to keep track of accidents and near misses without linking them to members so the data can stay in OSM longer than members to meet statutory requirements.

The Incident Logs are linked to members, but they are not removed when members leave - you can specify when to remove them here. Incident forms can be used to track behavioural issues, parental concerns, etc.

Recording incidents

Go to:

- Members - Accident Forms to record/view accidents
- Members - Incident Logs for incidents

Accident Forms

[ADD](#)

This accident form system is designed to replace internal accident books - you should still report accidents officially when required. The system is not linked to members so the data will remain in OSM until you delete it.

[DRAFT](#)
[FINALISED](#)

| Title | Created on | Delete on |
|-------------------------------|------------|-----------|
| Nosebleed after run into door | 17/01/2025 | |

Click Add and give the form a very brief descriptive title. You'll then be able to fill in all the details on the next page.

You can choose to have OSM automatically delete the form on a certain date. This is useful for meeting legislative requirements on how long you should keep forms based on the child's age and time since the accident, so set this carefully to meet your needs.

Once you have finished editing all the details, click the Finalise button. This will prevent anyone from editing it again, though they can still delete it. You cannot unfinalise a form once it has been finalised.

Accident Forms are intentionally not linked to members so you can safely delete members without losing access to the accident forms, as they typically need to be kept for longer than you need to keep member records.

Viewing finalised reports

Go to Members - Accident Forms / Incident Logs and click the "Finalised" tab to see past reports.

Recent accidents and incidents also appear in the Group Dashboard.

Parent notifications

- Parents do NOT see accidents or incidents in the Parent Portal.
- Parents are NOT notified if accidents or incidents have happened.

Permissions

You need Read access to the Personal Details permission to view forms.

You need Read & Write access to the Personal Details permission to add, edit and delete forms.