

BUSINESS - SCHOOL OPERATIONS

Reporting Student Accidents

1.0 Accidents to be Reported

- 1.1 Student accidents on school property, while travelling to and from the student's residence and school, and during school supervised activities off school property, and while travelling to and from such school sponsored activities are to be reported.

2.0 Accidents That Do Not Need to be Reported

- 2.1 It is **not** necessary to report minor injuries such as cuts and bruises which do not involve mouth, eye, spinal or head injuries, and/or deemed not to require medical/dental treatment and/or notification of parents.

3.0 Report Forms

- 3.1 A copy of the Ontario School Board's Insurance Exchange Standard Incident Report form is to be completed. A copy is to be kept on file at the school, and the other two are to be forwarded to the Manager of Capital Budgets on the next courier day following the accident.
- 3.2 It is essential that complete information is given regarding the nature and extent of the injury, and the student activity at the time of the injury. If the nature of the injury is not ascertained at the time of the report, a supplementary report should be completed once the information is available. If further information is needed to complete the report, please attach additional sheets as necessary.

NOTE: (a) Incomplete forms will be returned to the school.
(b) All forms must be signed by the principal, or vice-principal.

4.0 Serious Accidents

- 4.1 It is essential that all student accidents of a **serious nature** be reported to the Ontario School Board Insurance Exchange by telephone at 1-800-668-6724 and the Manager of Capital Budgets of the Durham District School Board at Ext. 6460 by telephone as soon as possible. This telephone report is **in addition** to the standard student accident report.

5.0 Legal Liability

- 5.1 The Board's insurance company employs special personnel to process accident liability claims against the Board. Enquiries by legal counsel acting against the Board should be directed to the Manager of Property, Planning and Transportation. If you are unsure of what to do about an enquiry, or who is responsible for the information, please contact the Manager of Property, Planning and Transportation.

6.0 Student Accident Insurance Claims (To assist in guiding the Parent or Guardian)

- (a) If an accident occurs which may be claimable under the student accident insurance, a claim form may be provided to the parent.

- (b) **Claim forms are to be forwarded to:**
Reliable Life Insurance Company
Student Insurance Claims Department
P.O. Box 557
Hamilton, Ontario L8N 3K9
- (c) Reliable Life Insurance Company must be notified at 1-800-463-5437 within (60) sixty days of any occurrence of any covered risk. Claim forms along with the initial dental report or physician's statement, must be submitted within 90 days of the date of the accident, or date of death. It is the entire responsibility of the parent or guardian to forward claim forms as indicated.
- (d) Information on claims can be obtained from the company at 1-800-463-5437.
- (e) Additional claim forms are available from the Manager of Capital Budgets of the Durham District School Board at Ext. 6460.

7.0 General

- 7.1 Any enquiries about student accidents or insurance may be directed to the Manager of Capital Budgets at Ext. 6460.

Appendix:

None

Effective Date

91-09-03

Amended/Reviewed

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