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Saskatoon, Saskatchewan S7K 7E5

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e-mail:

School Incident Report Form For Insurance Purposes

Nam	ne of School Division:		
1	ne and Address of School:		
Date	e of Incident M/D/Y: Time	a.m. □ / p.m. □	Telephone # () -
Des	cription of How Incident Occurred:	р.п. 🗀	
(1)	Name: Teacher/Instructor/Other: Witness Activity at Time: Name: Teacher/Instructor/Other: Witness Activity at Time:	Location of Incident: L01 ☐ Basement L02 ☐ Cafeteria/Lunchroom L03 ☐ Classroom L04 ☐ Shops/Lab/Kitchen L05 ☐ Doors/Entrance Areas L06 ☐ Dormitories L07 ☐ Gymnasium/Auditorium L08 ☐ Hallways/Lockers L09 ☐ Library/Office/Lounge/ Study Room	L12 Playing Fields L13 Playground Equipmer L14 Pool L15 Rink L16 Sidewalks/Roads Off Facility Property L17 Stairs with Building L18 Stairs/Sidewalks withi Grounds L19 Washrooms/Changing Rooms/Showers
		L10 ☐ Park/Grounds L11 ☐ Parking Lot	L20 ☐ Other – (please expla
	Name of Person Involved:	T E I I GINGING EST	Age: M/F:
	Address: Postal		r/Night School:
	Student/\/iciter/Other: (evaleis)	•	nools Only)
	Student/Visitor/Other: (explain) Parent/Guardian/Emergency Contact:	Division/Program Notified? ☐ Yes [
	Telephone #: () -	nouneu? Test	
	Parent/Guardian/Emergency Contact Instructions:		
	Emergency Treatment: Yes No What?	By Who	om?
	Advised to Seek Medical Treatment: Yes No V		zed Overnight? Yes
	How Transported?	·	
	Nature of Injury/Damage:	Body Area:	
	N01 ☐ Bruise/Abrasion/Swelling N12 ☐ Open Wound /	B01 Arms/Shoulder/Elbow	B09 Multiple Areas
S	N02 ☐ Burn Laceration N03 ☐ Concussion (suspected) N13 ☐ Sprain/Strain	B02 ☐ Chest/Abdomen/Pelvis B03 ☐ Eyes	B10 ☐ Neck B11 ☐ No Information
E	N04 Crushed (suspected)	B04 ☐ Face	B12 ☐ Spine/Back
С	N05	B05 ☐ Feet/Toes B06 ☐ Fingers/Hands/Wrists	B13 Teeth/Mouth
T	N07 Fatality/Death Other Party	B07 Head/Forehead	B14 ☐ Other – (please expla
	N08 ☐ Fracture N16 ☐ Bites/Stings	B08 Legs/Knees/Ankles	
0	N09 ☐ Imbedded Object N17 ☐ Other – (please explain N10 ☐ No Information	n)	
N	N11 Nosebleed		
Α	Cause of Injury or Damage:	Activity at Time of Incident:	
(`	C01 Assault-No Weapon C10 Horseplay	A01 Academic Classroom	A08 Travel to or from
	C02 Assault with Weapon C11 Maintenance Activity C03 Choking/Suffocation C12 Motor Vehicle Acciden	A02 ☐ Between Classes t A03 ☐ Extra-Curricular	Facility A09 Unorganized Sports
	C04 ☐ Drowning C13 ☐ Poison/Allergic	(i.e. Club)	A10 Work Placement
	C05 Exposure to Flame/ Reaction	A04 Out-Of-Class Field Trip	A11 Maintenance Activity
	Electricity/Hot or C14 School Bus Accident Caustic Substance C15 Sports Injury	A05 Recess/Pre-Or Post	A12 ☐ Other – (please expla
	C06 ☐ Fall at Same Height C16 ☐ Struck Against Person	Class/Noon Hour	
	C07 Fall from Different C17 Struck/Crushed By/ Height Against Object	A06 ☐ Sports Event A07 ☐ Sported Related Class	
	C08 Fatigue/Over Exertion C18 Other – (please explain		
	C09 Foreign Body		
	Property Involved (describe property involved and extent	of loss and/or damage):	
s			
Ε	Fire Department Attended? \(\tau \text{Vec} \sqrt{No} \)	Cause of Loss/Damage	
	Fire Department Attended? Yes No	Cause of Loss/Damage: C01 ☐ Burglary/Forcible Entr	y C10 □ Robbery
E	Fire Department Attended?	C01 Burglary/Forcible Entr	C11 Smoke
E C	Report Number: Were Police Notified? Yes No	C01 ☐ Burglary/Forcible Entr	y C10 Robbery C11 Smoke C12 Theft C13 Transportation
E C	Report Number: Were Police Notified? Yes No	C01 Burglary/Forcible Entr C02 Collapse C03 Dishonesty/Infidelity C04 Explosion C05 Falling Object	C11 ☐ Smoke C12 ☐ Theft C13 ☐ Transportation C14 ☐ Vandalism/
E C T	Report Number: Were Police Notified?	C01 Burglary/Forcible Entr C02 Collapse C03 Dishonesty/Infidelity C04 Explosion C05 Falling Object C06 Fire/Lightning	C11 Smoke C12 Theft C13 Transportation C14 Vandalism/ Malicious Acts
E C T I O	Report Number: Were Police Notified?	C01 Burglary/Forcible Entr C02 Collapse C03 Dishonesty/Infidelity C04 Explosion C05 Falling Object C06 Fire/Lightning C07 Glass Breakage C08 Impact By	C11 Smoke C12 Theft C13 Transportation C14 Vandalism/ Malicious Acts C15 Water Escape/ Rupture/Freezing
E C T I O	Report Number: Were Police Notified?	C01 Burglary/Forcible Entr C02 Collapse C03 Dishonesty/Infidelity C04 Explosion C05 Falling Object C06 Fire/Lightning C07 Glass Breakage C08 Impact By	C11 Smoke C12 Theft C13 Transportation C14 Vandalism/ Malicious Acts C15 Water Escape/
E C T I O N B	Report Number: Were Police Notified?	C01 Burglary/Forcible Entrescope C02 Collapse C03 Dishonesty/Infidelity C04 Explosion C05 Falling Object C06 Fire/Lightning C07 Glass Breakage C08 Impact By Vehicle/Aircraft	C11 Smoke C12 Theft C13 Transportation C14 Vandalism/ Malicious Acts C15 Water Escape/ Rupture/Freezing C16 Windstorm/Hail
E C T I O N B	Report Number: Were Police Notified?	C01 Burglary/Forcible Entrescope C02 Collapse C03 Dishonesty/Infidelity C04 Explosion C05 Falling Object C06 Fire/Lightning C07 Glass Breakage C08 Impact By Vehicle/Aircraft	C11 Smoke C12 Theft C13 Transportation C14 Vandalism/ Malicious Acts C15 Water Escape/ Rupture/Freezing C16 Windstorm/Hail

Please Ensure that Serious Injury or Property Damage is Reported by telephone or fax to Marsh Canada, the Insurer, or the Local Approved Adjuster, at the Numbers Above. Please e-mail or fax to Marsh Canada Limited. Retain a copy at the school and file a copy at the Board Office.