

School Incident Report Form For Insurance Purposes

1	G E N E R A L	Name of School Division: _____	
		Name and Address of School: _____	
Date of Incident M/D/Y: _____ Time _____ a.m. <input type="checkbox"/> / p.m. <input type="checkbox"/> Telephone # () - _____			
Description of How Incident Occurred: _____			
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none; vertical-align: top;"> Witnesses: (1) Name: _____ Teacher/Instructor/Other: _____ Witness Activity at Time: _____ (2) Name: _____ Teacher/Instructor/Other: _____ Witness Activity at Time: _____ </td> <td style="width: 50%; border: none; vertical-align: top;"> Location of Incident: L01 <input type="checkbox"/> Basement L02 <input type="checkbox"/> Cafeteria/Lunchroom L03 <input type="checkbox"/> Classroom L04 <input type="checkbox"/> Shops/Lab/Kitchen L05 <input type="checkbox"/> Doors/Entrance Areas L06 <input type="checkbox"/> Dormitories L07 <input type="checkbox"/> Gymnasium/Auditorium L08 <input type="checkbox"/> Hallways/Lockers L09 <input type="checkbox"/> Library/Office/Lounge/ Study Room L10 <input type="checkbox"/> Park/Grounds L11 <input type="checkbox"/> Parking Lot L12 <input type="checkbox"/> Playing Fields L13 <input type="checkbox"/> Playground Equipment L14 <input type="checkbox"/> Pool L15 <input type="checkbox"/> Rink L16 <input type="checkbox"/> Sidewalks/Roads Off Facility Property L17 <input type="checkbox"/> Stairs with Building L18 <input type="checkbox"/> Stairs/Sidewalks within Grounds L19 <input type="checkbox"/> Washrooms/Changing Rooms/Showers L20 <input type="checkbox"/> Other – (please explain) </td> </tr> </table>		Witnesses: (1) Name: _____ Teacher/Instructor/Other: _____ Witness Activity at Time: _____ (2) Name: _____ Teacher/Instructor/Other: _____ Witness Activity at Time: _____	Location of Incident: L01 <input type="checkbox"/> Basement L02 <input type="checkbox"/> Cafeteria/Lunchroom L03 <input type="checkbox"/> Classroom L04 <input type="checkbox"/> Shops/Lab/Kitchen L05 <input type="checkbox"/> Doors/Entrance Areas L06 <input type="checkbox"/> Dormitories L07 <input type="checkbox"/> Gymnasium/Auditorium L08 <input type="checkbox"/> Hallways/Lockers L09 <input type="checkbox"/> Library/Office/Lounge/ Study Room L10 <input type="checkbox"/> Park/Grounds L11 <input type="checkbox"/> Parking Lot L12 <input type="checkbox"/> Playing Fields L13 <input type="checkbox"/> Playground Equipment L14 <input type="checkbox"/> Pool L15 <input type="checkbox"/> Rink L16 <input type="checkbox"/> Sidewalks/Roads Off Facility Property L17 <input type="checkbox"/> Stairs with Building L18 <input type="checkbox"/> Stairs/Sidewalks within Grounds L19 <input type="checkbox"/> Washrooms/Changing Rooms/Showers L20 <input type="checkbox"/> Other – (please explain)
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2	S E C T I O N A	Name of Person Involved: _____ Age: _____ M/F: _____	
		Address: _____ Postal Code: _____ Grade/Year/Night School: _____ <small>(Schools Only)</small>	
		Student/Visitor/Other: (explain) _____ Division/Program: _____	
		Parent/Guardian/Emergency Contact: _____ Notified? <input type="checkbox"/> Yes <input type="checkbox"/> No How? _____	
		Telephone #: () - _____	
		Parent/Guardian/Emergency Contact Instructions: _____	
		Emergency Treatment: <input type="checkbox"/> Yes <input type="checkbox"/> No What? _____ By Whom? _____	
		Advised to Seek Medical Treatment: <input type="checkbox"/> Yes <input type="checkbox"/> No Where? _____ Hospitalized Overnight? <input type="checkbox"/> Yes <input type="checkbox"/> No	
		How Transported? _____	
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Property Involved (describe property involved and extent of loss and/or damage): _____			
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3	S E C T I O N B	Name of Person Completing Report: _____ (Please Print or Type) _____ (Signature)	
		Name of Administrator: _____ (Please Print or Type) _____ (Signature)	
		Date: _____	

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.