

Wezembeek-Oppem, March 2023

## Procedures for school accidents

- Initial care of the child by the supervisor; first aid given as required (cooling, plaster, gauze bandages; no medication or disinfection)
- Notification of parents by the administrative office in case of uncertainty about the seriousness of the injury and according to the assessment of the supervising employee.
- The teacher, who observed or is the first to become aware of the accident, must make a decision on the need for medical treatment. The teacher consults a second colleague for reaching a decision. In case of serious injuries or unclear injury conditions, a doctor should always be consulted.
- In case of minor injuries, transport is possible on foot with an accompanying person. In the case of serious injuries or a suspected serious injury, an ambulance must be requested.
- At transport to the doctor or hospital, the supervision obligation of the school persists and in principle one accompanying person is required; this person is usually a parent. An employee can accompany transport only in an emergency case.
- Please always ensure your reliable telephone availability (updating the telephone numbers in the school cloud by parents).

## Reimbursement of costs

- The school insurer insures all student accidents on the way to school, during school hours, and during organized school trips and school excursions accompanied by a pedagogical employee.
- An application (available from the school administrative office or at [www.idsb.eu/downloads](http://www.idsb.eu/downloads)) must be submitted to the school insurer via the school administrative office within five workdays; otherwise, the legal right to repayment expires.
- If possible, bring along the application to the first visit to the doctor, because information concerning initial treatment by the doctor must be entered on it (otherwise a second visit will immediately be required).
- The course of the accident must be clearly described and—if possible—attested to by witnesses (name, address).
- Please enter all information clearly legible in one of the three national languages. Do not forget your signature.
- After sending the complete accident report to the insurer (via the school), you will receive notification of the assigned file number.
- All invoices relating to the accident (doctor, ambulance, X-ray, etc.) must be paid in advance, as is customary in Belgium, and then submitted for repayment to your own health insurance company with the evidence of payment provided.
- Only the non-refundable deductible is repaid by the school insurer. Please indicate your Belgian bank account details on the accident form for repayment by the school insurer with the amount not reimbursed by your health insurance company.
- Note! For this, please send either copies of all invoices or a corresponding payment overview of your own health insurance company (available on request at short notice or self-printable) directly to the school insurer AXA (stating the assigned processing number)