
**Accident/Incident for Students and/or General Public
Procedure (PUR-P005)**

Milford Public School District

1.0 SCOPE:

- 1.1 This procedure describes the process in which the Purchasing Department processes accidents/incidents for students and/or the general public in the Milford Public School District.

The on-line version of this procedure is official. All printed versions are uncontrolled copies.

2.0 RESPONSIBILITY:

- 2.1 Superintendent of Schools
2.2 Deputy Superintendent of Operations

Authorized Signature on File

3.0 APPROVAL AUTHORITY:

- 3.1 Deputy Superintendent of Operations

Signature

Date

4.0 DEFINITIONS:

- 4.1 BOE – Board of Education

5.0 PROCEDURE: -

- 5.1 If an accident/incident occurs, one of the following forms must be completed.
- 5.1.1 **Student Accident Report Form PUR-F005** – must be completed and forward the original to the Business Office. The Business Office will copy the report onto yellow paper, which is forwarded to the City of Milford Health Department. It is the school sites responsibility to retain one copy for the school files.
 - 5.1.2 **Incident / Issue Report for Students Form PUR-F008** – must be completed and forwarded to the Business Office. It is the school site's responsibility to retain one copy for the school files.
 - 5.1.3 **Incident / Accident Report for General Public Form PUR-F009** - must be completed and forwarded to the Business Office. It is the school site's responsibility to retain one copy for the school files.
- 5.2 If an accident/incident occurs on the BOE property, questions about the board's liability are responded to in the following manner:
- 5.2.1 Parents are responsible for the health care of themselves and their children including responsibility for normal trips, falls, etc., that happens as part of their and their child's daily life.
 - 5.2.2 The Board of Education offers a low-cost insurance plan for students through The Allen J. Flood Companies, Inc. for the school year with the following adoptions:
 - 5.2.2.1 School day coverage.
 - 5.2.2.2 24-hour coverage for entire year, including summer.
 - 5.2.3 Milford Board of Education does not insure the loss of personal property.
 - 5.2.3.1 The students will be held responsible for personal and school property that is lost or stolen.

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- 5.2.4 If there is an injury and medical bills are incurred and there is a balance after all charges have been submitted to the family personal health insurance and the parent believes the Board of Education has responsibility for this balance, the parent may submit these reduced invoices to the Business Office.
- 5.3 If bills are submitted for payment, the Deputy Superintendent of Operations or assigned designee reviews report, claim and bills.
- 5.3.1 If **denied**, a letter is sent. All copies of claim information are placed in a red folder specific to each claim, located in the Business Office.
- 5.3.2 If there is a **settlement**, a Minor Release Form PUR-F010 or a General Release Form PUR-F011 is completed and a City of Milford Invoice Payment Voucher is completed.
- 5.3.2.1 The City will pay as direct charge, Fund 17 – 0017-4996-0000-4823-0003 G/L, and 0002 Auto (any claim).
- 5.3.2.2 All copies of claim information, not auto, are put in a red folder specific to each claim, located in the Business Office.
- 5.3.3 If **forwarded to the insurance company**,
- 5.3.3.1 Milford Public School District insurance contact is CIRMA (Connecticut Interlocal Risk Management Agency) regarding City of Milford General Liability Claims: Auto/General Liability/Professional.
- 5.3.3.2 A “**LAP (Liability, Auto, Property) Loss Notice**” needs to be completed by the Deputy Superintendent of Operations or the assigned designee. (**Serious incidents should be immediately reported to CIRMA by phone 1-800-526-1647 or after hours Emergency Claims 203-710-4479.**)
- 5.3.3.3 The LAP Loss Notice and any additional information or documentation regarding the claim is emailed (*if possible with a “Read Receipt”*) or faxed to the following three agencies:
- 1) CIRMA:
Cathy Gambrell: email: lapnewclaims@ccm-ct.org
Telephone: 946-3700 Fax: 773-8134
- Scott Stevens: email: sstevens@ccm-ct.org
Telephone: 946-3714 Fax: 773-8134
- 2) City of Milford/Located 2nd Floor Parsons:
Kim Kell, Risk Management: email: kkell@ci.milford.ct.us
Telephone: 783-3209 Fax: 783-3228
- 3) HD Segur Insurance:
Janet Gaity: email: jmg@hdsegur.com
Telephone: 800-336-4496 Fax: 203-271-7081
- 5.3.3.4 CIRMA will send an acknowledgment receipt of the LAP Loss Notice.

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5.3.3.5 The copy of the LAP Loss Notice and any additional information or documentation regarding the claim is put into a red folder specific to each claim. The red folder is kept in the Milford Public Schools Business Office.

5.3.3.6 Each claim is listed on an Excel Claim Spreadsheet located in the Business Office.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 PUR-F005 Student Accident Report
- 6.2 PUR-F008 Incident/Issue Report for Students
- 6.3 PUR-F009 Incident/Accident Report for General Public
- 6.4 PUR-F010 Minor Release
- 6.5 PUR-F011 General Release
- 6.6 Excel Claim Spreadsheet
- 6.7 LAP Loss Form

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
PUR-F005	Business Office	10 years	Discard as desired	Locked Office
PUR-F008	Business Office	10 years	Discard as desired	Locked Office
PUR-F009	Business Office	10 years	Discard as desired	Locked Office
PUR-F010	Business Office	10 years	Discard as desired	Locked Office
PUR-F011	Business Office	10 years	Discard as desired	Locked Office
Excel Claim Spreadsheet	Electronic	n/a	n/a	Electronic

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
08/25/2003	A	Initial Release
10/25/2004	B	Add additional person to 2.0; change title in 3.0; add/delete/change wording in 5.1.2, 5.1.3, 5.2.4, 5.3.1, 5.3.2.1, 5.3.3, 5.3.3.2, 5.3.3.3; add documents to 6.0 and 7.0
02/09/2007	C	Add/delete/change wording in title, 1.1, 5.1, 5.2, 5.3.2.2, 5.3.3.1, 5.3.3.2, 5.3.3.3 and 5.3.3.4
02/06/2009	D	Replace/update all language from 5.3.3 – 5.3.3.6; remove ACORD-Liability and ACORD-Automobile and add LAP loss form

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