

## **Accident Reports**

A **Report of Injury** report for minor injuries should be completed for any accident involving a student and kept on file for five years. A copy of this report may be given to the parent if requested.

A **Notification of Injury Report (Student Accident Insurance/Maksin Form)** should be completed with as much information as possible for serious injuries, and faxed to the Insurance Office at **727-374-0214** and to Maksin Management Corp., in New Jersey at **856-486-4376**. Provide the parents the same form, and once they return it to the school, please fax the updated form to the Insurance Office and to Maksin also. Keep a copy in your school file for five years. The directions (page 81A) and the form (page 82) are in the Insurance Administrators Guide to Diocesan Insurance and Employee Benefit Programs Risk Management Procedures. A log should be kept recording every clinic visit.