FAIRFIELD PUBLIC SCHOOLS

Student Accident Reporting Procedures

Reporting Student Accidents

All serious student injuries or injuries involving questionable liability that occur on Fairfield Public Schools property must be reported on the Fairfield Public Schools Student Accident Report Form as soon as possible after the incident. Click here for the Student Accident Report Form.

A school official must complete and sign the Student Accident Report Form before submitting a copy to the Operations Office. Please retain a copy for your school's records.

Note: 'Questionable liability' includes any injury that requires further evaluation or that you believe may result in a visit to a physician, dentist, ophthalmologist, or other medical provider.

Interscholastic/Intramural Sports Insurance Coverage (Provided by the Fairfield Board of Education)

If a student is injured while participating in an interscholastic sport, intramural sport, physical education class, extracurricular activity, or an eligible class trip, the following procedures must be followed:

Step 1 – Complete the Student Accident Report

Complete the Fairfield Public Schools Student Accident Report Form as outlined above and submit it to the Business Office.

Step 2 – Complete the A-G Specialty Insurance Claim Form (If Medical Treatment Is Required)

If the student receives medical treatment, the school administrator or designated school official must complete and sign the district portion of the A-G Specialty Insurance, LLC Student Accident Claim Form, including the following sections:

- Your Information
- Policyholder Information
- Accident Information
- School Official Signature

Do not complete the Student Information or Insurance Information sections.

The completed claim form, along with the Fairfield Public Schools parent/guardian cover memo, click here for sample memo , should then be sent to the parent or guardian. The memo instructs the parent or guardian to:

- Complete the Student Information section.

- Complete the Insurance Information section.
- Sign the claim form.
- Attach copies of all itemized medical bills and any Explanation of Benefits (EOB) from their health insurance carrier.
- Submit the completed claim directly to A-G Specialty Insurance, LLC by mail, email, or through the secure online upload portal.

Documentation Required

Email the following documents to sbrancale2@fairfieldschools.org with a copy to lmoscato@fairfieldschools.org for the Operations Department file:

- Fairfield Public Schools Student Accident Report Form
- Completed A-G Specialty Insurance Claim Form (district sections completed and signed)
- Parent/Guardian Cover Memo

Examples of Covered Activities

- Interscholastic athletics
- Intramural sports (middle and high school only)
- School-sponsored extracurricular activities (all grades)
- Physical education classes (all grades)
- School-sponsored class trips that are not sports-related (all grades; maximum benefit of $10,000)
- Dental injuries resulting from any covered activity listed above

Examples of Activities Not Covered

- A student tripping and falling in a hallway or on stairs during the normal school day.
- Travel to or from school.

Important Note

This policy provides excess accident insurance coverage. The parent or guardian's health insurance is the primary insurance and must be billed first. The A-G Specialty Insurance policy may provide benefits for eligible expenses not covered by the primary insurance, subject to the terms and conditions of the policy.