

# Checklist - insurance

**General information**

**School/Group**

---

**Details of Visit/Activity**

---

<b>Dates (DD/MM/YYYY)</b>	<b>From:</b>	<b>To:</b>

---

**Group Leader/Contact**

---

- Have you seen the Policy Wording/Policy Summary/Schedule? Yes / No
- Have you been provided with access to, or received copies of, the policy wording & schedule, and policy summary of cover? Yes / No
- Are you clear about all exclusions or other conditions applying to the policy? Yes / No
- If you are undertaking hazardous activities, have you checked the policy conditions regarding the use of safety equipment? Yes / No
- If you are undertaking hazardous activities, have you checked how this may affect the policy conditions regarding exclusions? Yes / No
- Have you checked that any child requiring medicines e.g. inhalers will bring personal supplies with them? Yes / No
- And that you have received instruction on how to administer these? Yes / No
- Can the insurer provide Emergency Support and Assistance in the location of your visit? Yes / No
- If you are going abroad and within the EU, have you prompted the parents to apply for EHIC (European Health Insurance Card)? Yes / No
- This is a reciprocal arrangement to provide medical treatment in the EU to people from EU member countries. Yes / No

**Insurance and Parents**

---

- Have you made parents aware of the scope of the insurance cover provided? Yes / No
- Copies of the insurance schedule, Policy Summary, and Policy Wording should be made available on request.

**Cancellations and Insurance**

---

- Group leaders should forward any cancellations to their insurer and/or tour operator as soon as possible in writing if a replacement is not available.
- Do you have an emergency assistance number to call should circumstances require? Yes / No
- Emergency Assistance Number: \_\_\_\_\_
- What arrangements have you made for the payment of medical bills abroad? \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Chubb. Insured.<sup>SM</sup>**