

Checklist - insurance

General information

School/Group

Details of Visit/Activity

Dates (DD/MM/YYYY)

From:

To:

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? _____

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