

Medical Service
Tél : 02/374.94.95
Fax : 02/373.87.89

What do I do if my child has an accident when participating in school activities?

Depending on how serious the accident is, and the amount required to pay, assess whether or not to submit an accident declaration form. The school's insurance policy for accidents is complementary, so the procedure is to submit medical costs in the usual way to the Joint Sickness Insurance Scheme (JSIS) or 'Mutuelle' (usually 85%). The school's insurance company, Ethias, then pays the difference.

If you do decide to submit a claim:

1. Complete section 2 on the first page (*Identité du représentant legal*), and on page 3 add your name and personnel number (*No d'inscription*) OR put your child's *mutuelle* sticker there and sign at the bottom of the page.
2. Send the completed declaration form to Mark Russell either by post (European School Brussels I, av. Du Vert Chasseur, 46, 1180 Uccle) or by hand (her office is on the second floor of the Chateau). Mark Russell will then submit the information to Ethias and send you the reference number and contact person who is dealing with the claim.
3. Pay all bills for the various medical treatments received following your child's accident.
4. Claim reimbursement in the usual way from the Joint Sickness Insurance Scheme (JSIS) or 'Mutuelle'.
5. Send the final statement from the JSIS or *Mutuelle* which indicates the balance to be paid by the claimant, together with accompanying documentary evidence (bills, official receipts, prescriptions etc.) to Ethias for the attention of the person who is responsible for your child's file. Ethias should then reimburse you for the outstanding amount.

Is there a time limit for submitting the declaration form?

Submission of the declaration form should be within a reasonable time limit, estimated by Ethias to be several weeks after the accident.

How do you define 'school activity'?

Pupils are considered to be on a school activity '*intra and extra muros*' when they are under the responsibility of the school both during and after classroom hours, including extracurricular activities organised by CESAME, holiday periods, in Belgium or abroad. Activities carried out as private initiatives are not counted as school activities.

Are pupils covered by this insurance on the way to and from school?

For accidents yes, for civil responsibility no.

Mr. Mark Russell is available for questions relating to school insurance and may be contacted by e-mail: Mark.Russell@eursc.eu or by telephone: 02 373 86 03 on Mondays, Tuesdays, and Thursdays from 8h30 -14h30 and on Fridays from 8h30-12h45.