



- PDF version of the claim form will be issued to ETBs with respective PA policy number noted.
- The Claim form and updated brochure can be issued to all Schools who are on cover with IPB Insurance from 1st January (please refer to your renewal documentation)
- It is important for the school to validate that the claimant is a registered student in the school. In order to do this, Schools can choose to print, stamp and issue a hard copy of the form to the parent/guardian or email the completed pdf claim form into claims@ipb.ie. Where a parent/guardian downloads the claim form directly from our website, it will be noted on the claim form that it needs to be sent to the school for validation which can be done by stamping or simply emailing to claims@ipb.ie.
- The Personal Accident policy is an expenses and benefit policy meaning that it does not and should not interfere with any existing incident reporting procedures. If an accident or injury has occurred on school grounds or during school related activities that may give rise to a liability claim, it should still be recorded in keeping with incident reporting procedures. If the accident or injury has occurred in the Students' own time, the school or ETB do not need to record as an incident.
- The Personal Accident policy brochure highlights that where expenses have been recovered or will be recoverable from another source then a claim cannot be made against the Personal Accident policy.
- Principal signature is not required.
- We can accept a claim form without receipts. The school does not need to request these in advance of sending the claim form to IPB. Receipts can be requested from the claimant by IPB once the claim notification has been set up.
- The ETB will not be included in the claims process unless IPB are specifically asked to do so. ETBs will be advised of claims activity on an annual basis.