



## SCHOOL INCIDENT REPORT FORM FOR INSURANCE PURPOSES INSTRUCTIONS

Please note that effective **August 1, 2019** all school **ACCIDENT REPORTS**, are to be submitted on the Optic Risk Platform – see the link in the [NWSD Portal](#) under ‘Staff Links’.

An emailed copy of the submitted report will be sent to the NWSD Meadow Lake Office at [office@nwsd.ca](mailto:office@nwsd.ca).

If the school requires a copy, it can be accessed by contacting the Meadow Lake Office.