



Athletic Injuries



Student athletes who get injured **must** follow the steps outlined below in order to be eligible to receive reimbursement for physiotherapy expenses:

1. Complete and return Holland College Accident & Incident Report (QF023 – available from Student Services & Athletics) within two weeks of the date of the injury.
2. See a licensed physician for a physiotherapy referral.
 - Dr. Billy Scantlebury, Sherwood Medical Centre, 15 Brackley Point Road has agreed to see varsity athletes who get injured. Call 628-8900 for walk-in clinic hours at the Sherwood Medical Centre. Please identify yourself as a Holland College student when you register at the clinic.
 - Also, Dr. Scantlebury holds a walk-in Sports Injury Clinic every Monday evening (5 – 7 p.m.) at Sports Centre Physiotherapy, 153 Belvedere Avenue. Please Note: Students from Quebec will have to pay \$30 for the visit, while international students will be charged \$60.
3. Arrange for physiotherapy, and pay for services rendered. Sports Centre Physiotherapy located at 153 Belvedere Avenue, telephone number is 370-9355, is the preferred provider.
4. Students who have health care coverage through their parents or spouse should submit their paid in full receipts to their insurance provider.
5. Students who are a member of the Holland College Student Health Care Plan should obtain and complete a Health Care Plan claim form from the Student Union website <http://www.hcsu.ca> and submit it to Campus Trust (address on form) with the original, paid in full receipts, as well as the original physician's referral. Copies of the claim form are also available from the Student Union Office, Room 111C, Charlottetown Centre. Reimbursement rate is \$40/visit with a limit of \$500/year.
6. Students should also complete the BFL Insurance forms (available from the Student Services & Athletics Office, Room 108, Charlottetown Centre), to access additional insurance through Sport PEI which can assist with physiotherapy costs once the \$500 yearly limit through Campus Trust has been reached. Students should complete and return the BFL Accident Claim Report form as soon as possible and the claim will remain open for one year. The BFL Attending Physician's Statement – Health Insurance Claim form will need to be completed by a licensed physician.

PLEASE NOTE:

Failure to follow steps outlined above may result in no monies being reimbursed to the student. It is the student's responsibility to ensure this process is followed.



The following is an excerpt from **Holland College Quality Procedure A02 – Student Accidents and Injuries**:

SECTION B: REPORTING OF STUDENT ACCIDENTS & INJURIES

Accident Insurance Plans For Students Of Holland College

5.11 Accident Insurance Coverage of Holland College Students

- a) All post-secondary students of the College, including international students, are automatically enrolled in the Holland College Student Union Health Plan which includes coverage for Accidental Death & Dismemberment (AD&D). Students who qualify to opt out of the health plan are still covered by the AD&D portion of the plan.
- b) International students who are not post-secondary, must have Emergency Medical Insurance for International Students from a provider that is acceptable to the College.

Reporting (Documenting) of Accidents or Injuries

- 5.20 Documenting of student accidents or injuries will be on Quality Forms 023 (Holland College Accident & Incident Report).
- 5.21 The student involved will be requested to complete and forward Quality Form 023 to the [Facilities Coordinator](#). It is preferable to have the form completed as soon as possible after the incident, in order to capture the events while they are still fresh in the minds of the individuals involved. When possible the form should be completed within one (1) working day of the accident or injury.

NOTE: To make a claim under an insurance plan usually requires written notice of the accident within a specified time after the date of the accident. Students/staff should consult the applicable accident insurance plan for more details. Students insured under the Holland College Student Union Student Health Benefits Plan will need to contact the [Student Union Office](#) for details on submitting a claim.

- 5.22 In the event the injured student is not able to complete or sign the form (QF023), a copy of the form, with as much information as can be reasonably completed by the College staff member who was responsible for the activity when the accident occurred, will be forwarded, within three (3) working days, to the Facilities Coordinator. When the student is able, he/she will be requested to complete, sign and forward another copy to the Facilities Coordinator.
- 5.23 The College staff member who was responsible for the activity when the accident occurred must ensure the student receives a copy of the form and encourage them to complete it. He/she will also complete a Quality Form 023 (Incident Report) and forward it to the [Facilities Coordinator](#) within three (3) working days.
- 5.24 In the event of an accident during an unsupervised activity, such as students using recreation facilities, the student should request a copy of Quality Form 023 from a Student Services staff member.
- 5.25 The Facilities Coordinator will, upon receipt of Quality Form 023, determine if the student is covered by the College's insurance company and if so, forward a copy of the QF023 to the Secretary to the Registrar.
- 5.26 Secretary to the Registrar will complete and forward the required documentation to the insurance company.

The following is an excerpt from the **Holland Hurricanes Student Athlete's Handbook and the Holland Hurricanes Athletics Program Policy & Procedure Manual**:

Injuries (P&PM_section 2.1.13)

In the case of an injury, the student athlete must complete Quality Form 023 (Holland College Accident & Incident Report) and have it signed by the Coach responsible for the team or another Student Services & Athletics Department official. The completed form must be forwarded to the Student Services & Athletics Department secretary within 24 hours. The department secretary will complete the necessary paperwork and forward the form. **Failure to get the completed Student Accident Report form completed and delivered to the Student Services Office within two weeks of the date of the accident may invalidate any insurance claim.**

Sports Centre Physiotherapy, located at 153 Belvedere Avenue (corner of Belvedere and Mount Edward Road), is the preferred physiotherapy provider of the Holland Hurricanes.