

## **STUDENT ACCIDENT REPORTING**

**DATE:** January 2010

### **I. PURPOSE / DESCRIPTION**

These guidelines provide instructions for reporting and handling accidents or incidents that happen to students while on the San José State University (SJSU) campus. It also covers accidents or incidents occurring to SJSU students while engaged in off-campus curricular activities.

In the event of an accident, the *highest priority* must always be caring for the involved individual. The situation should be evaluated by the injured person and the others who are present. Use a first aid kit to provide care for minor injuries. If first aid is not enough, the student should be taken to the Student Health Center. Someone, preferably the person in charge of the activity, should accompany the student and stay with him/her. In the event of a serious injury, call the University Police Department (UPD) at 924-2222 and follow their instructions.

Once the accident or incident is under control, report it to Risk and Compliance following these guidelines and submitting the Student Accident Report form.

Accidents and incidents that should be reported using these guidelines and form include physical injury to a student, any criminal behavior aimed toward the student, or which the student accidentally becomes involved, or loss of or damage to personal property caused directly by the accident or incident.

The Student Accident Report is necessary:

1. to assist the University in proper investigation and follow-up measures to prevent further accidents;
2. to assist with the injured person's own medical insurance.

The Student Accident Report is needed *in addition to* reports that UPD or other police agencies may file.

The report may be completed either by the injured person or by the person in charge of the activity during which the accident occurred.

### **II. PROCESS**

1. Once the accident/incident is under control, complete the Student Accident Report.
2. Within 24 hours of the accident/incident, send the Student Accident Report to Risk and Compliance, 0046.
3. Upon receipt by Risk and Compliance, a representative will evaluate the report information to determine whether further investigation of the event is needed.
4. If further investigation is needed, a Risk and Compliance representative will contact the individual who completed the form and the affected person.
5. If insurance claims are to be filed, a Risk and Compliance representative will work with the appropriate insurance carriers and the affected individual to expedite the process.