



OVERVIEW: The procedure for student injury reporting and referral process.

OFFICE/DEPARTMENT RESPONSIBLE: Student Health Services

DATE UPDATED: July 8, 2008

Process for Student Injuries:

- I. **On-campus Injuries:** If the injury is serious or of an urgent nature, University Police should be notified and they will determine if an ambulance is necessary. Students with less serious injuries are referred to the Student Health Center for further evaluation and treatment.
If injury occurs in a residence hall, the resident director must be notified.
- II. **Student Accident Report:** Copies of **all** reports of student injuries should be sent to the secretary for the vice resident of enrollment management and student affairs, who will keep them on file. **ONLY** reports of **injuries that required further medical attention should be sent to the director of student health and counseling and assistant vice president of finance and management.** (Note: For faculty/staff injuries, copies of accident reports should be sent to the director of Human Resources.)
- III. **Student Employee Injuries:** A student employee who is injured on campus in the performance of her/his duties and requires medical care should be referred to the Student Health Center for evaluation. Student Health Center staff may provide initial treatment and refer the student for appropriate follow-up care. If the injury is serious or of an urgent nature, University Police should be notified and they will determine if an ambulance is necessary.
- IV. Student employees of the College (i.e., Work-Study, Temporary Service) are covered by Worker's Compensation. The supervisor must notify the appropriate human resources/personnel office to process the accident report, and the student worker should call (888) 800-0029 to report the accident to Worker's Compensation. For Brockport Auxiliary Services Corporation (BASC) and Research Foundation student employees, a manager must be informed in order to complete an accident report. This is submitted to BASC Human Resources or to the Research Foundation for follow up with Worker's Compensation

Employees of The College should refer to and follow the Workers' Compensation/Accident Reporting policy on the Human Resources Web page at www.brockport.edu/hr/procedures/.