

PROCEDURES FOR STUDENT INJURIES ON CAMPUS AFTER REGULAR HEALTH CENTER HOURS

Public Safety Officer Responsibilities

All Public Safety Officer's shall have the *Authorization form*, the *Blue Cross Student/Athlete Accident Claim Verification form*, and the *Student Accident Insurance Eligibility Form* in their vehicles to provide to any Student reporting an injury resulting in the need to obtain medical care off-campus. The officer should "sign" the *Blue Cross Student/Athlete Accident Claim Verification Form* and the *Student Accident Insurance Eligibility Form* where "college official/representative" is indicated.

** The Officer shall provide the injured Student with these forms **before** the Student leaves for medical treatment **

Public Safety should also complete a *Public Safety Incident Report* as soon as possible after the initial report of injury. The *Authorization form*, *Blue Cross Student/Athlete Claim Verification form*, and the *Student Accident Insurance Eligibility Form*, should be **copied** (or faxed) to the campus Health Center and the district Risk Services office immediately after assisting the Student with the reported injury.

Evening Administrator Responsibilities

Each evening administrator's office should have a supply of the *Authorization form*; the *Blue Cross Student/Athlete Accident Claim Verification form* and the *Student Accident Insurance Eligibility Form* in the event a Student walks into the Administration Building and reports an injury. **Immediately** contact the Public Safety Office should this occur so that they can complete the required forms and provide them to the Student before they leave for medical treatment.

→ Emergency Medical Care/Treatment

**** IN THE EVENT THE INJURED STUDENT REQUIRES EMERGENCY MEDICAL TREATMENT, CONTACT 911 ****

When emergency personnel are dispatched to the campus, the Public Safety office should be notified and are expected to respond to the incident scene. Public Safety is responsible for providing the injured Student (or paramedic) with the *Authorization form*, the *Blue Cross Student/Athlete Accident Claim Verification Form*, and the *Student Accident Insurance Eligibility Form*. An *Incident Report* shall also be completed by the Officer responding.

Whenever possible, obtain the Student's name, I.D. number, address, and telephone number so follow up contact with the Student can be made by the Student Health Center or district Risk Services.

* In all instances, Public Safety should submit **within 24 hours** the incident report form to the campus Personnel Office for their information, and a **copy** to District Risk Services office after review by the Director *