SOUTH FLORIDA STATE COLLEGE
ADMINISTRATIVE PROCEDURES

PROCEDURE NO. 7035

TITLE: ILLNESS OR ACCIDENTAL INJURY

BASED ON POLICY: 7.03 SAFETY AND TRAFFIC CONTROL

OFFICE OF PRIMARY RESPONSIBILITY: VICE PRESIDENT FOR ADMINISTRATIVE SERVICES

I. Purpose:

To provide College employees with steps of action in case of illness or accidental injury

II. Procedure:

If the event is a medical emergency, dial 911 immediately before proceeding with the following:

A. In the event of illness or accidental injury to a student or employee on campus, the most available faculty member or administrator should be called to the scene. He/she should take the following action:

1. Form an opinion whether the illness or injury requires medical treatment. If it does, the faculty member or administrator should notify security or the campus/center director. In the event of a life threatening injury, 911 should be contacted prior to other notifications.

2. If qualified, take appropriate first aid action until help arrives.

B. Upon arrival at the scene, security or the campus/center director will determine if further medical attention is needed and will take the necessary action. Security will complete or assist the injured individual in completing the Accident/Incident Report. Security will in turn notify either the Office of the Dean of Student Services (student injury) or the Office of Human Resources (employee injury) as applicable for notification; the individual’s emergency contact, if necessary; and provide vital information (e.g., what hospital the individual was transported to).

C. All accidents that occur on property owned, operated, or controlled by the College must be reported to the Office of Safety and Security.
HISTORY: Last Revised: 12/08/20

Adopted: 8/1/89
Reviewed: 1/31/05, 1/31/08
Revised: 1/21/02, 12/08/20