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:

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

   A. Form an opinion whether the illness or injury requires medical treatment. If it does, the faculty member or administrator should notify security.

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

   Upon arrival at the scene, security will determine if further medical attention is needed and will take the necessary action.

   All accidents on the South Florida State College campus must be reported to the Human Resources Department. If an accident occurs when the college is closed, the Human Resources Department should be notified within 48 hours. The Human Resources Department or security will assist in completing the Accident/Incident Report.

HISTORY: Last Reviewed: 1/31/08

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