

**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

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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**