

Policy Name: **Accident/Injury Reporting Policy**
Policy Owner: Risk Management Committee
Responsible College Office(s): Risk Management/Human Resources/Dean of Students
Origination Date: September 20, 2021

PURPOSE

To outline the appropriate action to be followed when a College employee, visitor or student is involved in a campus injury or illness.

POLICY

1. Notification

College employees and students must notify their immediate supervisor (for students the Dean of Students office) of all campus injuries or illnesses as soon as possible. Persons responsible for visitors shall report campus injuries or illnesses to their supervisor. Injuries or illnesses which result in medical expenses for non-College employees (students and visitors) should be submitted through their personal insurance or Student Health Insurance managed by the College's Student Health Center.

2. Immediate Medical Attention

If immediate medical attention is required, injured or ill persons should be transported to the nearest emergency health care facility. Serious or nonroutine medical injuries should be directly referred to University of Maryland Shore Medical Center at Chestertown. This should be accomplished by arranging for emergency transport by calling Public Safety at 410.778-7810 or 911.

3. Routine Medical Attention

For illnesses or injuries that do not require immediate medical attention but do warrant medical consultation employees can contact their personal physician. Employees requiring medical attention shall not return to regular activities until released by a medical professional.

Students may use the Student Health Center located between Queen Anne at Caroline dormitories or their personal physician.

Visitors should contact their personal physician.

Bills for medical expenses resulting from illnesses or injuries for non-College employees (students and visitors) should be submitted through their personal insurance or Student Health Insurance (students).

4. Reporting

1. *Employees:* The employee must complete and submit an [Accident/Injury Report Form](#) (which takes you to Self Service – User Options – Accident/Injury Form) within 24 hours of the incident occurring. The supervisor of the employee must also submit an [Accident/Injury Report Form](#) within 24 hours of learning of the incident. Employee forms are routed to Human Resources with a copy of the report routed to the reporting party(ies) and the Risk Management office.
2. *Students/Visitors:*
 1. For visitors: the Department/individual responsible for the visitor is required to submit an [Accident/Injury Report Form](#) within 24 hours of learning of the incident. The form will be routed to Public Safety and a copy will be sent to the reporting party(ies) and to the Risk Management office.
 2. For students: the student must complete and submit and [Accident/Injury Report Form](#) within 24 hours of the incident occurring. The Dean of Students office is required to submit an [Accident/Injury Report Form](#) within 24 hours of learning of the incident. The form will be routed to Student Health Services and a copy sent to the involved student, the Risk Management office and to the Dean of Students office.

5. Investigation

An investigation shall be completed for all reported accidents/injuries as appropriate. Documentation of these investigations is included with the report form. Departments are responsible for implementing any corrective actions identified. The Risk Management Committee will monitor any investigation into the cause of the injury/illness reported.