

# STUDENT ACCIDENT REPORTING PROCEDURE

---

Refer to the Health and Wellness Risk Management Manual (<https://www.calameo.com/read/003588527596a76b6ddd7/>) for hazardous exposure cases or medical emergencies involving health sciences and nursing students.

## **What to Do in Case a Student Has an Accident/Illness:**

**Note:** These steps MUST be followed regardless of whether or not the student seeks or is given medical attention.

1. Have someone stay with the student. Try to determine what, if anything, caused the accident/illness.  
**Note:** Hazardous exposure cases, i.e., nursing students and dental students, are handled by workers' compensation.
2. In case of severe injury or illness, call for emergency assistance by **dialing 9-1-1**.
3. Complete and submit the Student Accident Report Form located on GTC MyApps (<https://myapps.microsoft.com/>) under Resources4me>Forms and Documents>Safety Information Documents. Please provide as much information as possible regarding the accident/illness. The form will be forwarded to the Dean of Students Office, Environmental Safety and Human Resources. Also, send copies to the Assistant Dean (Tammy.McConnell@gvltec.edu), School of Health Sciences.
4. Advise the student to go to the Dean of Students' office as soon as possible to fill out an insurance claim form if medical attention is sought on the date of the accident/illness or at any time after that and the student wishes to file a claim with our insurance.

## **Information about Accident/Illness Insurance**

Greenville Technical College maintains a no-fault accident/illness insurance policy covering all students enrolled in credit and non-credit courses. The student is responsible for paying a \$25 deductible, and then the insurance covers up to \$3,500 of COVERED medical expenses. All charges must be billed to the student and not to Greenville Tech.

The student must come to the Dean of Students' office and fill out an insurance claim form before a claim can be submitted on the student's behalf. If another medical policy covers the student, claims must be filed with the issuer of the primary policy first. After the primary insurance has been paid, the accident/illness policy will pick up where the primary policy left off. If additional information is needed, please contact the Administrative Coordinator in the Dean of Student Office at (864) 250-8102.

**\*Caution\*** Avoid giving a student the impression that the college's policy will cover all accidents/illnesses. No guarantees can be given until a claim is filed with and acted upon by the insurance carrier. DO NOT tell the student to have the doctor's bill sent to Greenville Technical College.