

TECHNICAL COLLEGE OF THE LOWCOUNTRY

PROCEDURE

PROCEDURE NUMBER: 4-1-403.5

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PROCEDURE TITLE: REPORTING STUDENT ACCIDENTS

BASED ON POLICY:

REVISION NUMBER: 2

OFFICE OF RESPONSIBILITY: STUDENT AFFAIRS



PRESIDENT

September 28, 2012

DATE

PURPOSE

The purpose of this procedure is to provide guidelines for the reporting of accidents involving students on or off campus at a college approved activity.

PROCEDURE

1. Accidents should be reported to the nearest instructor or college personnel in charge. If the nature of the injury warrants, Emergency Medical Service (EMS) personnel should be contacted.
2. All school related accidents involving TCL students should be reported to the Vice President for Student Affairs or their designee, as soon as possible.
3. Following an accident, the student must submit an accident report and completed insurance claim form to the Office of the Vice President for Student Affairs. Claim forms may be obtained at that office.