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##### **Student Incident Procedures**

In the event of a student injury or incident during a Laboratory, the supervising instructor should follow the following procedures.

1. Evaluate the injury with the student’s input. If the student is satisfied with self-administered First Aid. Take the appropriate precautions to protect the student and other students. Complete the Student Incident Report with the Student prior to the end of the Lab and submit the form to the Business Office.
2. If the student wishes medical attention call the Campus Police. They are trained in first aid. Remember to ask the question, “*Do you wish to see a Doctor?”* If the student says yes, call the Campus Police. Discuss the option of visiting the Campus student health center or other medical provider. If the injury is severe, Campus Police may consider calling Emergency Medical Services. Prior to returning to Laboratory, complete the Student Incident Report and Submit the form to the Business Office as soon as possible.

***CAMPUS POLICE/EMERGENCY NUMBER 3-3333***

CAMPUS POLICY NON-EMERGENCY NUMBER 3-0600

***CAMPUS HEALTH CENTER 3-5151***

1. If you have any question about the nature or severity of the injury or the student’s judgment about the situation call the Campus Police. Each individual has a different response to injury. Our goal is to insure that the student received the appropriate level of attention. Prior to returning to Laboratory, complete the Student Incident Report and Submit the form to the Business Office.
2. Discard any food contaminated with blood.
3. The Laboratory Assistant will be responsible to insure the S114 First Aid Kit is replenished on a regular basis. Operations personnel will be responsible for replenishing First Aid Kits in Operation areas.
4. Incident Reports are available at the Front Desk.