Area: Facilities

Policy Name: Injury Policy

Policy Statement: Nothing is more important to Salina Area Technical College than the safety of its students, employees, and guests. This policy is created so employees know how to respond to a student or employee injury emergency.

Procedures: In the event that someone is injured, please follow the following procedures.

Always use your best judgment when dealing with injuries. The following procedure should be used whether the injured is a student or an employee. The safety of the injured is SATC’s first priority. **When in doubt, CALL 911.**

1. **Serious Injuries**
   a. CALL 911.
   b. Do not move the injured unless in immediate danger.
   c. Provide First Aid as needed until Ambulance has arrived.
   d. Notify Student Services at 785-309-3100. Student Services will:
      i. Ask for Name of Injured, short description of accident, and action taken
      ii. Notify an Administrator
   e. After all steps are completed, see “Follow Up” below.

2. **Minor Injuries**
   a. Provide First Aid as needed.
   b. Notify Student Services at 785-309-3100. Student Services will:
      i. Ask for Name of Injured, short description of accident, and action taken
      ii. Notify an Administrator
      iii. Arrange transportation if needed
   c. Although not required, strongly encourage the student to seek medical attention.
      i. Students will be responsible for their own medical expenses
   d. After all steps are completed, see “Follow Up” below.
Follow Up

Student Injuries

Within 24 hours, a “Student Accident Report” should be filled out and turned in to Student Services. If you do not have a copy of the Student Accident Report, Student Services will supply you with one.

Employee Injuries (Including Work-Study Students)

All workplace injuries must be reported to the Director of Human Resources within 24 hours. The Director of Human Resources will have you fill out the appropriate Worker’s Compensation paperwork.

Contact: Vice President of Administrative Services

Related Form(s): Student Injury, Workers Comp Forms (available in HR)

Adopted: September 22, 2014

Updated: