

Procedure 4.0302

Student Accident Procedure

If a student sustains an injury during class, a college sponsored activity, or while on property owned or operated by the College, the following steps should be taken:

- The supervising employee should complete a [Student Incident Report](#).
- The supervising employee should provide a copy of this incident report to their supervisor as well as the vice president of their division. The appropriate vice president should notify the president of the incident.
- In order to file an insurance claim under the Student Accident Insurance Coverage policy, the student must submit a copy of the Student Incident Report to the vice president of student services in Building 1 within two business days. If eligible, the vice president of student services will provide the student with a claim form to complete.
- Students have 30 days from the time of the accident to file a claim with the College's insurance servicing agent.

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References: [Liability Insurance Policy](#)

History

Senior Staff Review/Approval Dates: 06/13/2016, 05/22/2017

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*