STUDENT ACCIDENT

Section: Safety and Security

Policy: University Housing staff members will respond quickly and appropriately in addressing student accidents.

Purpose: This policy provides guidelines for full-time, part-time, and temporary employees regarding the proper procedures for addressing accidents to students.

Scope: This policy applies to all employees of University Housing

Procedure: In the event of an accident involving (a) student(s), housing staff members should use the following procedure:

I. If the student needs immediate medical assistance, contact the UGA police (706-542-2200 or 911) for emergency care.

II. Notify the person on duty (graduate resident, doctoral intern or hall director) or the community office of the incident.

III. If the accident is life-threatening, in addition to consulting up, the person on duty should notify the assistant director on call or in that community; if this staff member is not available, the staff member should make an associate director of RPS aware they were unable to reach the coordinator of that community.

IV. Document in Advocate.

V. If the student is an employee, the area or senior coordinator of that community should complete a Report of Injury Form and Incident/Accident Report located through this link: https://hr.uga.edu/supervisors/workers-compensation-supervisors-guide, within 24 hours.

VI. If the student is a volunteer with community council or the student is involved in a University Housing sponsored program (i.e. floor/hall program), the assistant director of that community should complete a report with the Office of Risk Management by contacting the assistant director of insurance and claims management at 706-425-3250 within 48 hours of the incident occurring.

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