

## 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 involving 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 (911) for emergency care.
- II. Employees should notify the appropriate:
  - A. Community office (when the incident occurs during normal business hours)
  - B. Residential Programs and Services (RPS) staff member on call (when the incident occurs outside of normal business hours)
- III. Document in Advocate
- IV. If any student is injured inside or directly outside of the residence hall, the residence hall director of that community or the staff member on call should complete an injury report through this link:  
<https://app.smartsheet.com/b/home?lgt=wf&lrt=s&EQBCT=455cad336695477ea401e1bd0e80b42f> within 24 hours of the incident.
- v. If the student is an employee and an injury occurs while working, refer follow the procedures in the [Injury Report policy](#) ([https://housing.uga.edu/sa\\_docs/staff/policies\\_safesecure\\_injuryreporting.pdf](https://housing.uga.edu/sa_docs/staff/policies_safesecure_injuryreporting.pdf))
- vi. If the student is a volunteer with the Residence Hall Association (RHA), community council or the student is involved in a University Housing sponsored event (e.g. floor/hall event), the residence hall director of that community or the staff member on call should complete an injury report through this link: [https://busfin3.busfin.uga.edu/HR/injury\\_menu.cfm](https://busfin3.busfin.uga.edu/HR/injury_menu.cfm) within 24 hours of the incident.

Revised: March 15, 2024

Revised and approved by management team: April 12, 2022

Revised: May 14, 2020

Revised: March 16, 2018

Revised: April 2016