

STUDENT INJURY REPORTING

ON CAMPUS - Clinic, Laboratory, Classroom

1. Address life threatening situations by dialing 9-1-1.
2. Report injury to SDSU faculty or academic department in order to:
 - determine appropriate level of medical treatment based on type of injury
 - refer student based on preferred method of medical treatment (*treatment location may include SDSU Student Health Services, student's personal physician, local urgent care, or local emergency room; refer student to his/her personal health insurance policy for coverage information, as necessary*)
 - ❖ student utilizes personal health insurance (unless services provided by SDSU Student Health Services are covered by student fees)
3. Complete and submit an **SDSU Student Incident/Injury Report**¹ per the instructions on the form.

OFF CAMPUS² - Clinical Placement, Service Learning, Internship, Academic Field Trip

1. Address life threatening situations by dialing 911 (or by following Clinical or Learning Site protocol).
2. Report injury to Clinical Site instructor, Learning Site supervisor, or SDSU faculty (pursuant to departmental policy) in order to:
 - determine appropriate level of medical treatment based on type of injury
 - refer student based on preferred method of medical treatment (*treatment location may include current Clinical Site, student's personal physician, local urgent care, local emergency room, or if feasible SDSU Student Health Services; refer student to his/her personal health insurance policy for coverage information, as necessary*)
 - ❖ student utilizes personal health insurance (unless services provided by SDSU Student Health Services are covered by student fees); OR
 - ❖ if student does not have personal health insurance or if medical costs are not covered entirely by student's personal health insurance, SDSU's Student Travel Accident Policy may afford some level of coverage; provide student with a **Student Travel Accident (QBE) Claim Form**¹ and instructions so he/she may request payment of medical services or reimbursement of out of pocket expenses (note: claim form must be submitted within 90 days from date of injury); OR
 - ❖ if student is covered by Workers' Compensation based on an agreement between SDSU and a Clinical or Learning Site (this is very rare and must be verified through the SDSU academic department), contact the Center for Human Resources at 619-594-1144 to obtain a Workers' Compensation claim form
3. Complete and submit an **SDSU Student Incident/Injury Report**¹ per the instructions on the form.

¹ Forms may be found on the SDSU Risk Management website (see Injuries, Accidents, Claims) at <http://bfa.sdsu.edu/safety/riskmanagement/>.

² If student injury occurs during SDSU sponsored foreign travel, please refer to the SDSU Risk Management website (see Foreign Travel) at <http://bfa.sdsu.edu/safety/riskmanagement/>.