

EL CAMINO COMMUNITY COLLEGE DISTRICT
ACADEMIC STUDENT ACCIDENT/INJURY REPORTING PROCESS

<i>On-Campus:</i> Injuries sustained by students during regular academic courses and Off-Season Training Team Courses should follow these steps →	<i>Medical Attention Required:</i> Call, or get someone to call, 9-911 or press the “Emergency Call 911 Police button on ISDN phones for immediate response by Campus Police. <i>IF NON-EMERGENCY:</i> Step 1. Instructors are to notify both their Division offices and the Office of Workplace Safety & Risk Management via email – riskmanagement@elcamino.edu Step 2. Instructors should direct the injured student to seek initial treatment with the Student Health Services during their normal business hours. The Student Health Services also notifies the Office of Workplace Safety and Health of student injuries. Students will be referred for further medical treatment, if needed. Please note: The Student Health Services is closed on weekends, holidays, and school breaks, and there are no night/weekend services. For current Student Health Services hours, please visit: www.elcamino.edu/StudentHealthServices If the Student Health Services is closed, the instructor should report the student injury to both the department’s Dean/Director and the Office of Workplace Safety and Risk Management via email to: riskmanagement@elcamino.edu The Office of Workplace Safety & Risk Management will contact the injured student during normal business hours.
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*****Please note: Students are provided with the following forms, and an ID Card Letter, at the Student Health Services, at the time of their initial treatment. If the Student Health Services is not open at the time of the injury, the Office of Workplace Safety & Risk Management, will provide to the injured student the required forms, either by mail or will emailed to the student directly, during normal business hours.***

- 1) [Student/Non-Student Accident/Incident Report Form #20435/Revision: 01/2022; 10/27/2022](#)
- 2) [WELLFLEET Special Risk - Claim Filing Instructions](#)
- 3) [WELLFLEET- Student Accident Claim Form](#)
- 4) [WELLFLEET Student – ID Card Letter](#)