

8.51 Report of Injuries

1. All student injuries (on campus or on District- or College-sponsored activities) shall be reported immediately on the District Accident Report form by the instructor, advisor, or College nurse to the District Administrative Services Office and appropriate College administrator.
2. ~~Request for payment for medical services pursuant to the Student Accident Insurance shall be handled by the Office of the Dean Vice President of Student Services. Forms submitted by students shall be maintained in the College Health Services Office as well as the Physical Education Department; a copy of each shall be maintained by the College nurse. A copy shall be given to the student to be presented to his/her physician. The Vice Presidents of Student Services shall maintain procedures ensuring that the students receive accident claim forms for reimbursement.~~
3. A report of an employee on-the-job injury shall be submitted to the ~~District Administrative Services~~Human Resources Office by the employee's supervisor or administrator as soon as the injury occurs. For an injury arising out of or occurring within the scope of employment, the injury report must be signed by the employee and the appropriate College administrator and filed within three working days of the injury or accident.
4. ~~The~~ All injury reports shall be forwarded by the District Administrative Services Office to the insurance carrier. ~~The Administrative Services Office shall provide a monthly report of all such injuries to the Chancellor Superintendent and College President.~~

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