



Vice President
Academic and Student
Services

Student Accident Report Procedures

These guidelines have been developed to assist in reporting an accident during college hours or college sponsored activities.

Accident/Injury

On-Campus Students

After a student accident has been witnessed by either a Faculty or Staff member, it is that person's responsibility to report the incident by completing an **Accident Report Form**. This form is to be completed for students who have been injured on campus.

Student Employees or in Internships

It is not to be used for student employees or students associated with an internship or clinical assignment such as; Nursing, AJ, etc. Employed students or students associated with an internship or clinical assignment who have been injured would need to complete a Workers' Compensation Claim Form DWC 1 and the Employee Report of Work Related injury/Illness, Form DWC 5020 (See Human Resources Office for forms).

Witnessing the Accident

If an accident **was not witnessed** by an employee and the student approaches you claiming s/he had an accident follow step 1 immediately if urgent medical treatment is needed. However, if it is not an emergency, then send the student to the Vice President of Academic and Student Services (VPASS) Office.

If an accident **was witnessed** by an employee and the student requires medical assistance:

1. **Contact Campus Police** – Contact Campus Police for accidents that are serious in nature. However, if life threatening and medical treatment is necessary - Call 911.
2. **Complete Accident Report** – The Accident Report Form is available at the VPASS office or on the VPASS website at: <http://mycampus.yccd.edu/facultystaffinfo/wcc/Pages/default.aspx>
3. Upon completion of the form, it must be submitted to the VPASS Office for processing.

Follow-up

1. **After Student Has Been Treated** - If any medical treatment was necessary, the student needs to complete an insurance claim form. Insurance claim forms are to be completed by the student immediately following medical treatment (upon returning on campus). The completed and signed form is to be emailed to the insurance agent, Ben Stirmanan, at ben@stirmanan.com. By the VPASS Office. Forms are available at the VPASS Office.

Emergency Contact

Campus Police

Woodland Community College - Bldg. 300, Rm 313
(530) 661-5722
(530) 861-8782 Cell

*Student accident occurred during
college hour or sponsored activity at
Woodland Community College:*

Vice President

Academic and Student Services

Maricarmen Suárez
Woodland Community College
Bldg 100, Rm 112
(530) 661-5712

*Student accident occurred while working
or during internship or clinical
assignment hour:*

Employee Benefits Specialist

Taranjit Chahal
Office of Human Resources
Yuba Community College District
(530) 741-6979