What to do if an injury or illness occurs

Emergency Medical Treatment Required
- Call 911
- Follow instructions
- Student or Employee
  - After treatment, contact supervisor or department representative
  - Supervisor or department representative and student must complete and submit an "Incident Report" to Environmental Health and Safety within 48 hours

Non-Urgent Medical Treatment Required
- Immediately notify supervisor or department representative of injury
- Supervisor or department representative
  - Supervisor or department representative and student must complete the "First Report of Injury" and initiate medical treatment
  - AmeriSys will complete the "First Report of Injury" and initiate medical treatment
  - Supervisor or department representative and employee must complete and submit an "Accident Investigation Report" to Environmental Health and Safety within 48 hours

No Medical Treatment Required
- Do Not Call AmeriSys
- Student or Employee
  - Immediately notify supervisor or department representative of injury
  - Supervisor or department representative
    - Supervisor or department representative and employee must complete and submit a "First Report of Injury or Illness" and "Accident Investigation Report" to Environmental Health and Safety within 48 hours
  - Send to Wellness Center or personal physician (student must use his/her health insurance)
  - Employee
    - Supervisor or department representative
      - Supervisor or department representative and student must complete and submit an "Incident Report" to Environmental Health and Safety within 48 hours

Student or Employee
- Immediately notify supervisor or department representative of injury