

### Reporting of Accidents or Injuries

If a student, while engaged in clinical activities, experiences an accident resulting in personal injury or has potential for harm, he or she must notify his or her Clinical Instructor (CI) immediately, then and ACCE or Program Director as soon as the situation allows.

- The CI will advise the student on how to seek emergency care in the facility or area.
- The clinical facility is not responsible for student medical expenses.
- The ACCE or Program Director must be notified for follow-up care and review. In addition, the student must write an incident report of the accident or injury to be submitted to the ACCE for review and follow-up. If health permits, the student should file the report no later than 24 hours after the incident. If the event occurs over a weekend, the report should be submitted the first day the office is open.

Student Name: \_\_\_\_\_

CI Name: \_\_\_\_\_

Facility Name: \_\_\_\_\_

DPI

DPII

DPIII

Date of Incident/Injury: \_\_\_\_/\_\_\_\_/\_\_\_\_

Please describe incident in your own words

Student Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Incident Reported to CI?    Yes    No            Incident Reported to ACCE?    Yes    No

Signature of CI: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature of ACCE: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**\*\*Please note that the student is also required to fill out an incident report at WSCC and the clinical facility as per the facility's policies.**