

HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

Number: 9.4.3.1
Related Policy: 9.4.3
Title: Health Services for Illness and Injury
Responsibility: Vice President for Student Affairs

Original Approval Date: 08-01-1994
Last Cabinet Review: 05-28-2025
Last Revision: 03-16-2022

President

I. Accidental Injury

Any student involved in an accident requiring professional medical treatment at an emergency center, hospital, or physician's office should take the following action:

- A. Notify Public Safety or contact the nearest faculty/staff member for assistance.
- B. If possible, obtain an accident claim form from the Office of Student Affairs, Conway, Grand Strand Admissions, or Georgetown Front Office before going to hospital or physician's office.
- C. Present claim form to emergency center, hospital, or physician when possible.
- D. If the student is incapacitated and immediate evacuation is necessary, a member of the faculty or staff should contact 911 for transport of the student to the nearest medical facility and notify Public Safety to provide the name of the medical facility or physician to which student was taken.
- E. Public Safety will notify the Office for Student Affairs who will immediately contact the individual listed as the emergency contact in the College's administrative system. When the accident occurs on either the Grand Strand or Georgetown Campuses, Public Safety will notify the assigned Campus Director or designee of that Campus and will notify the individual listed as the emergency contact in the College's administrative system.
- F. If accidental injury occurs during evening or weekend classes, Public Safety should be contacted immediately.
- G. Public Safety will notify the President, Executive Vice President for Academic and Workforce Development, and the Vice President for Student Affairs of all critical injuries.

II. Illness

Any student who is ill and needs immediate medical attention should notify Public Safety or contact the nearest faculty or staff member for assistance.

III. Students off-campus, including an internship or Clinical Settings

- A. Students who may be injured while completing a clinical experience should immediately report the incident to their clinical faculty.
- B. The college will follow Procedure 3.7.4.1, Accidents Occurring On & Off Campus. This process is administered through the Office of Human Resources.
 - 1. An accident/illness involving faculty, staff or student worker must be reported immediately to the Human Resources Department before seeking medical treatment, if possible, so an accident/incident report can be completed, and Worker's Compensation can be notified. In the event someone in Human Resources cannot be notified, the injured party may contact the College's Worker's Compensation insurance carrier, CompEndium Services, to complete an accident/incident report and to receive clearance for treatment at 877.709.2667. If the incident is an emergency, please notify Human Resources as soon as the proper medical attention has been rendered for verification of worker's compensation coverage.