

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: 11-07-2007  
Last Revision: 11-07-2007

---

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. Contact nearest faculty/staff member for assistance.
- B. If possible, obtain an accident claim form from the Vice President of Business Affairs Office or the Office of Student Affairs before going to hospital or physician's office.
- C. Present claim form to emergency center, hospital, or physician.
- 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 the Vice President for Student Affairs on the Conway campus or the Coordinator of Student Affairs or Provost on the Georgetown and Grand Strand campuses, and provide the name of the medical facility or physician to which student was taken.
- E. Vice President for Student Affairs, or his/her designee, will immediately contact a family member for the Conway Campus. When the accident occurs on either the Grand Strand or Georgetown Campuses, the assigned Coordinator/Provost or designee of that Campus will notify a family member.
- F. If accidental injury occurs during evening classes, Public Safety should be contacted immediately.
- G. The Vice President of Student Affairs will notify the President or Vice President for Academic Affairs of all critical injuries.

## **II. Illness**

Any student who is ill and needs immediate medical attention should take the following action, contact nearest faculty or staff member for assistance.

## **III. Students in 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 the procedures specified for the State Accident Fund. This process is administered through the Office of Human Resources.