

1 Accidents and Injuries - Students

2 Effective: Moved to Policy Library from UPM 2.5(1)

3 Reviewed and Updated: March 2021

4 Contact: [Office of Risk Management \(ORM\)](#)

5 Introduction

6 This policy provides reporting requirements for accidents and injuries sustained by students while in
7 academic classes or events sponsored by Iowa State University.

8 Policy Statement

9 Reporting

10 All accidents and injuries sustained by Iowa State University students while in academic classes or
11 events sponsored by the university must be reported to the Office of Risk Management (ORM) by
12 the student and a university representative.

13 Incidents involving hospitalization or death:

- 14 • Within 8 hours, report the incident to both ORM, 515-294-7711, and the Department of
15 Public Safety (DPS) 515-294-4428.
- 16 • Complete the online ISU Incident Form (see Resources below).
 - 17 ○ An ISU Net-ID is required to use the online ISU Incident Form. If you do not have an
18 ISU Net-ID, contact ORM at 515-294-7711 or claims@iastate.edu.

19 Incidents not involving hospitalization or death:

- 20 • Complete the online ISU Incident Form (see Resources below).
 - 21 ○ An ISU Net-ID is required to use the online ISU Incident Form. If you do not have an
22 ISU Net-ID, contact ORM at 515-294-7711 or claims@iastate.edu.

23 This documentation will assist the university in taking appropriate steps or corrective measures to
24 eliminate hazards that may be connected with university activities.

25 Incidents occurring after regular business hours must be reported to the Department of Public
26 Safety. Additional assistance is also available from the Dean of Students Office.

27 Emergency Medical Assistance

28 Dial 911 to reach emergency assistance to send an ambulance in life threatening situations
29 (respiratory difficulty, chest pain, profuse bleeding, unresponsiveness, etc.).

30 Non-urgent Medical Services

31 The Thielen Student Health Center is available on campus to provide non-urgent medical services
32 for students, but does not have emergency room services. Calls to the Thielen Student Health
33 Center during regular business hours are answered by a registered nurse. After regular business
34 hours, First Nurse, an advice line staffed 24 hours a day by a registered nurse, answers calls to the
35 Thielen Student Health Center telephone number.

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37 **Charges**

38 Charges for services rendered are the responsibility of the individual student, either personally or
39 through a health insurance program. Questions regarding university liability should be directed to
40 ORM at 515-294-7711.

41 **Work-Related**

42 Students who sustain injuries in the course of and arising out of their employment with ISU should fill
43 out the online First Report of Injury form (see Resources below).

44 **Resources**

45 **Links**

- 46 • [ISU Incident Form](#)
- 47 • [First Report of Injury Form](#)
- 48 • [Dean of Students Office](#)
- 49 • [Department of Public Safety](#)
- 50 • [Office of Risk Management \(ORM\)](#)
- 51 • [Student Health Center](#)
- 52 • [Student Health Center Contact Information](#)

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