

Accidents and Injuries - Students

Effective: Moved to Policy Library from UPM 2.5(1)
Reviewed and Updated: June 2, 2017
Contact: [Office of Risk Management \(ORM\)](#)

Introduction

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

Policy Statement

Reporting

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

Incidents involving hospitalization or death:

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

Incidents not involving hospitalization or death:

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

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

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

Emergency Medical Assistance

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

Non-urgent Medical Services

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

36 **Charges**

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

40 **Work-Related**

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

43 **Resources**

44 **Links**

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

52