

Policy/Procedures for Instructional Classroom or Laboratory Accidents and Health Issues Involving Students

The following procedures are to be followed in the event a student experiences an accident or health issue in an instructional classroom or laboratory setting.

1. Instructor/faculty member should contact Emergency Medical Services via 911 (serious fall, fainted, unresponsive, seizure, accident, etc.).
2. Instructor/faculty member should contact Community of Concern via their report form found at <http://www.uky.edu/concern/>. Select “Report a Concern” and file the report by submitting the online form.
 - a. If the student is hospitalized or needs on-going medical care, Community of Concern will coordinate outreach to student, contact faculty, Ombuds, Disability Resource Center (temporary accommodations), etc.
 - b. If the accident or health issue involves environmental or facility issues, UK Environmental Health and Safety should also be contacted via their report form found at <http://ehs.uky.edu/ohs/accident.php>. Under **Student or Visitor Accidents**, select “University’s Accident-Injury Report” (you will need to log in using your UK linkblue ID) and file the report by submitting the online form.

Note: If needed, Todd Adkins (Director of Risk Management) can be contacted at 859-257-6214 or Todd.Adkins@uky.edu to answer questions and provide assistance
3. Report the incident to the departmental Business Office (Cindy Stidham and/or Dr. Richard Coffey) so they are aware of the incident.