INJURY REPORTING PROCEDURES FOR STUDENTS ASSIGNED TO CLINICAL OR INTERNSHIP SITES

24/7 Injury Hotline

1-888-375-0280

► For all life-or limb-threatening injuries, students can be treated at clinical/internship site, if emergency services are available. If emergency services are not available at the site, call 911 for immediate medical attention. Once the situation has stabilized, it is the responsibility of the student and/or instructor/supervisor to report the injury to Company Nurse® with detailed information.

FOR NON LIFE-THREATENING INJURIES:

► Student must immediately report the injury to Chaffey College’s injury reporting service:

“Company Nurse On Call®” 1-888-375-0280

The student may receive initial treatment at the clinical/internship site if the injury has required time constraints for treatment when exposed to bloodborne pathogens (see A5. on page 2). Incident must be reported to Company Nurse®.

► Student must immediately report the injury to their Chaffey College instructor.

► Medical Billing: If the student is referred for medical treatment, the medical provider shall forward invoices to York Insurance Services Group at 313 E Foothill Blvd, Upland, CA 91786; telephone 909-942-4900.

► Student is required to follow-up within 24 hours of the injury by contacting the Chaffey College Risk Management office at 909-652-6531 or 909-652-6521 to arrange a time to complete the required college forms.
Company Nurse On Call® is an innovative injury reporting service. According to Labor Code 3368, educational institutions shall treat students in an unpaid work-experience/educational setting in the same manner as employees. Therefore, students in this classification are required to report injuries to the Chaffey College “Company Nurse On Call®” service. Within minutes of an injury at the clinical or internship site, students will be provided the services of RN’s and medical professionals to assist with triage and self-care advice; or, if necessary, the student will be referred to a medical provider for treatment. **The student may receive initial treatment at the clinical/internship site if the injury has required time constraints for treatment when exposed to Blood Borne Pathogens (see A5. below).**

**Medical Billing:** If the student is referred for medical treatment, the medical provider shall forward invoices to York Insurance Services Group at 313 E Foothill Blvd, Upland, CA 91786; telephone 909-942-4900.

### A. Reporting an Injury
1. For all life- or limb-threatening injuries, student can be treated at clinical/internship site, if emergency services are available. If emergency services are not available at the site, call 911 for immediate medical attention. Once the situation has stabilized, it is the responsibility of the student and/or instructor/supervisor to report the injury to Company Nurse® with detailed information.
2. Students are required to immediately report all injuries to Company Nurse®.
3. Students must report the injury to their instructor as soon as possible.
4. Once the instructor has knowledge of the injury, the instructor must contact Company Nurse® to ensure proper reporting procedures were followed by the student.
5. Exposure to bloodborne pathogens (needle stick/instrument poke/cuts, etc.) If the injury involves the exposure to blood borne pathogens, the student must follow the clinic/agency protocol for testing and follow-up treatment. The medical provider shall forward invoices to York Insurance Services Group at 313 E Foothill Blvd, Upland, CA 91786; telephone 909-942-4900. The student must report to the College’s Risk Management office for direction on follow up care at 909-652-6531 or 909-652-6521.

Note: Company Nurse® does not diagnose injuries. The nurse utilizes a triage process that will guide the student to the appropriate level of care for treatment given the information obtained during the telephone call.

### B. Medical/Physical Activity Status Report
After the incident: Students are required to submit a copy of the medical/physical activity status report to their instructor immediately following medical treatment or on the next business day. Note: Students will not be allowed to return to the clinical or internship site without providing documentation from the treating physician to the instructor.

### C. Release to Return to Work Experience/Educational Setting with Restrictions
If the treating physician releases students to return to the clinical or internship site with restrictions, students must obtain authorization from their instructor to return to the clinical or internship site as long as program policy allows for temporary light duty assignments.

### D. Safe Work Practices
In order to avoid accidents or injuries, it is the responsibility of all students to use proper safe work practices and appropriate protective equipment while performing their duties at the clinical or internship site. For additional information, please contact: Risk Management office at 909-652-6531 or 909-652-6521.