**Accident Procedures and Reporting**  **HHP PPS No. 09.01.03**

 **Effective Date: September 10, 2021**

 **Next Review Date: September 10, 2026**

 **Sr. Reviewer: Department Chair**

**01. STATEMENT OF PURPOSE**

01.01 The purpose of this policy is to outline the procedures used in attending to and reporting accidents and injuries that occur inside of Jowers Center and/or during a Department of Health and Human Performance (HHP) course.

01.02 An additional purpose is to ensure the TSUS attorneys are informed about potential claims against the university.

**02. PROCEDURES**

02.01 Immediate action is necessary in case of an injury during HHP courses and programs. Faculty members should use their judgment in the handling of all accident situations. Faculty certified in CPR may use their training to administer aid. The following are guidelines for handling the immediate treatment of persons following an accident in HHP programs.

a. Terminate activity and provide immediate attention to the injured person. Assess vital signs and determine the potential extent of injury following standard first aid protocols. Other students may be instructed to call or seek additional assistance.

b. For non-life-threatening injuries, students should be referred to the Student Health Center or their health care provider. For minor injuries, students should be advised about how to treat the injury at home, e.g., rest, ice, compression, elevation.

c. First Aid cabinet is in the equipment room in Jowers Center. When possible, athletic training faculty and graduate assistants in the area may be asked to assist in providing first aid, provide an initial assessment, and recommend a course of action for further treatment.

d. Automated external defibrillators (AEDs) are located near the corner of the Equipment Room (Jowers B123) & Yoga/Fusion Studio (Jowers B105) and the Human Performance Laboratory (Jowers A208B).

e. Blankets and wheelchairs are also located in the Equipment Room.

f. Local emergency medical service (911) should be called for serious injuries that require evaluation and treatment at a hospital. For less injuries, the University police may transport ambulatory accident victims to the Student Health Center.

**03.** **REPORTING**

03.01 [Accident Reports](https://gato-docs.its.txstate.edu/jcr%3Aeb8150b1-27d9-4a84-a0a0-1d0c8edb778e/Accident%20Report.pdfhttps%3A/gato-docs.its.txstate.edu/jcr%3Aeb8150b1-27d9-4a84-a0a0-1d0c8edb778e/Accident%20Report.pdf) should be completed by the instructor of record and forwarded to the Department Chair within 48 hours after the accident, a copy of the accident report will be sent to the Environmental Health and Safety Office as needed. Accident Report forms can be downloaded from the faculty and staff resources/forms page located on the HHP Department web page.

**Emergency Phone Numbers**

University Police, EMS, Fire (Emergency only) 911

University Police (Non-emergency only) 512-245-2805

Student Health Center 512-245-2161

San Marcos City Police (Dispatcher) 512-753-2108

Ambulance-Business Office 512-353-5115

TxState Environmental Health and Safety 512-245-3616

Poison Control (Nationwide) 800-222-1222

**Certification Statement**

This HHP PPS has been approved by the reviewers listed below and represents the

HHP Department policy and procedure from the date of the document until superseded.

Voting Faculty Representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

Approve: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

 Chair of the HHP Department