



MEMORANDUM

Office of the Vice President of Administrative Services
(714) 241-6144/Fax: (714) 241-6252

To: All Coastline Personnel

From: Christine Nguyen, Interim Vice President, Administrative Services/cn

Date: February 7, 2012

Subject: ***Student/Non-Student Accident/Incident Report Form***

On the reverse side of this memo is a copy of the Student/Non-Student Accident/Incident Report Form. The college employee, who either witnesses a student or is supervising the student at the time of the injury, should complete this form in full and submit it immediately to the **Coastline College Center, Administrative Services, Attention: Shirley Spencer, (Any employee injury must also be reported for Worker's Compensation through Coastline College Center, Administrative Services, Attention: Deborah Nibeel 714-241-6149 or Shirley Spencer 714-241-6145).**

Staff members should handle life-threatening emergencies and other illnesses or injuries requiring 911 services in the most expedient manner possible. If a student's/non-student's injuries are not life-threatening and the student is able to travel, he or she should proceed directly to:

<u>Westminster Location</u>	<u>Huntington Beach Location</u>	<u>Adams Avenue Location</u>
Memorial Prompt Care Services 15464 Golden West (at McFadden) Westminster, CA 92683 (714) 891-9008	Memorial Prompt Care Services 18561 Beach Blvd. Huntington Beach, CA 92648 (714) 848-0080	Memorial Prompt Care Services 9122 Adams Avenue Huntington Beach, CA 92648 (714) 378-0900
Hours: 8:00 a.m. - 9:00 p.m., Monday through Sunday (holiday hours may vary)	Hours: 8:00 a.m. - 9:00 p.m., Monday through Sunday (holiday hours may vary)	Hours: 8:00 a.m. - 9:00 p.m., Monday through Friday. Closes at 8:00 p.m. on Saturday. Closed on Sunday. (holiday hours may vary)

This is the official health center for Coastline students/non-students. Upon arrival the student must have a current valid **Coastline student class program printout, which can be located at MY CCC, and a picture identification card.** Non-students must obtain prior authorization from Administrative Services, Shirley Spencer at (714) 241-6145. If under 18 years of age, they must present a signed permission statement from their parent or legal guardian. If additional medical care is necessary, the student or non-student should contact Administrative Services, Shirley Spencer at (714) 241-6145.

The District has arranged for a special all-risk rider to supplement the Student-Accident Policy for Coastline College. This is to provide accident coverage for potential students (not currently enrolled) who are on campus for school-related business such as counseling, registration, financial-aid, etc. Claims will be handled through Memorial Prompt Care Service.

Please keep an up to date supply of these forms available at all times. All student injuries must be ***promptly documented.*** Again, injured students should call Shirley Spencer at 714-241-6145 in Administrative Services. Ms. Spencer will notify District Risk Services and process your Claim Forms following medical treatment at Memorial Prompt Care. We are responsible for reporting all accidents immediately. **If there are any questions, please call Shirley Spencer at (714) 241-6145.**

TO BE COMPLETED IMMEDIATELY!

TIME SENSITIVE

The district/college employee who either witnesses the injury or is supervising the injured person at the time of injury/incident should complete this form immediately. The report should be submitted to Administrative Services the same day. Should other pertinent facts develop, notify Administrative Services by means of a supplemental report. **For EMPLOYEE INJURIES**, contact Deborah Nibeel in HR at 714-241-6149 or Shirley Spencer in Admin. at 714-241-6145.

This report is for the confidential use of District and legal counsel for the District and its employees in defending litigation.

**STUDENT/NON-STUDENT
ACCIDENT/INCIDENT
REPORT**

Each space **MUST** be filled out in ink completely. Please return to Coastline Community College Center, Attention: Shirley Spencer

District Coast Community College District		College/Location Coastline Community College		
College/Location Address 11460 Warner Avenue, Fountain Valley, CA 92708				Phone No. 714-241-6145
Injured's Name		ID #	Birthdate	
Home Address				Phone No.
Where did the incident occur?		Date	Time	
How did the incident occur?				
Nature of injury				
First aid applied <input type="radio"/> Yes <input type="radio"/> No	By whom?	Disposition of injured person (return to class, home, doctor, hospital)		
Does injured person have own medical insurance coverage? <input type="radio"/> Yes <input type="radio"/> No		Name of Insurance Company		
Was any district rule violated? <input type="radio"/> Yes <input type="radio"/> No If so, explain. Comment on supervision.				
Witnesses present at time of incident				
Name		Address		Phone No.
Has anyone contacted school? If yes, explain below. <input type="radio"/> Yes <input type="radio"/> No	Was family contacted by school? If yes, explain below. <input type="radio"/> Yes <input type="radio"/> No	Was family or injured person told they would be contacted again? Explain below. <input type="radio"/> Yes <input type="radio"/> No		
Comments				
Report submitted by	Position	Date	VP Administrative Services	Date