

University of Pittsburgh Safety Manual	EH&S Guideline Number: 01-015	
Subject: FACULTY AND STAFF RESPONSE TO STUDENT INJURY	Effective Date 02/15/16	Page 1 of 2

FACULTY AND STAFF RESPONSE TO STUDENT INJURY

These guidelines are intended to provide faculty and staff with a standardized process to evaluate, document, and report incidents that involve student injury. It is the University's goal to prevent student injuries and to provide a campus that is free from recognized hazards, but in the event of student injuries that may occur during academic endeavors or University-related events, a swift and effective response by faculty and staff is expected.

1. If a student (or any individual on the Pittsburgh campus) is observed by faculty or staff to be in a condition requiring **emergency medical attention, immediately call 412-624-2121**. Conditions requiring emergency medical attention include but are not limited to loss of consciousness, unexplained shortness of breath, burns, chemical splashes and injuries regarding the eye, profuse bleeding or other severe injury. The faculty or staff member should remain at the site of the individual requiring emergency medical attention in order to provide additional information to emergency responders and Pitt Police.
2. For students injured in academic settings, including classrooms, teaching laboratories and research laboratories, the faculty member or designee should immediately respond to the injured student, regardless of whether emergency medical attention is needed, by approaching the injured student to offer assistance and collect information. Collected information should include the injured student's name and the injured student's description of the incident. Actions taken should include the following:
 - 2.1. If emergency medical attention is needed (or if emergency medical assistance is requested by the injured student), immediately call 412-624-2121.
 - 2.2. If non-emergency medical attention is needed, escort the injured student to Student Health Services, Nordenberg Hall 119 University Place (Mon, Wed, Thur 8:30 a.m. to 7:00 p.m. Tue, Fri 8:30a.m. to 5 p.m. Sat 10a.m. to 3p.m.).
 - 2.3. Any student injury shall be reported to the office of the chair for the department or responsibility center of the class or laboratory before the end of the next business day. If emergency medical attention was required the chairperson's office should promptly notify the responsible dean's office and the Office of the Dean of Students at 412-648-1006.
 - 2.4. If hazardous materials are involved in the incident, follow the laboratory safety procedures found in the University of Pittsburgh Safety Manual or at www.ehs.pitt.edu. Provide basic first aid as warranted by the injury, then call 412-624-2121 for emergency medical assistance.

University of Pittsburgh Safety Manual	EH&S Guideline Number: 01-015	
Subject: FACULTY AND STAFF RESPONSE TO STUDENT INJURY	Effective Date 02/15/16	Page 2 of 2

- 2.5. After the student is treated, a faculty or staff member should document the event based on witness accounts or personal observation. Documentation should be factual and should not include opinions as to fault or cause. Documentation should be given to the chair of the department or the director of the laboratory who shall immediately forward it to the Dean of Students, the dean of the school involved, and the Director of Environmental Health and Safety. If requested, this documentation should be provided to the Office of General Counsel, Office of Risk Management, and/or other University responsibility center with a legitimate need to know.
- 2.6. When an incident involves injury to an undergraduate student, the Dean of Students shall be responsible for coordinating responses and communicating with students and parents. When an incident involves a graduate student, communications with the student shall be coordinated by the dean of the school or his/her designee.
3. In some circumstances, students may be considered employees of the University of Pittsburgh at the time injury provided that they are hired through Human Resources, paid a salary, and have FICA taxes deducted. In those instances, the individual's injury/incident should be reported by calling 1-800-633-1197. Also see www.bc.pitt.edu/wc/.
4. Students participating in Athletic Department events are not included in these guidelines. Resources for medical support of student athletes are provided at all Athletic Department events.
5. For students injured in intramural settings and recreational areas within University buildings, a description of the incident and the student's name is documented by the Department of Intramurals and Recreation, and forwarded to the Office of the Dean of Students.
6. If a student is injured while participating on a University-sponsored field trip or study abroad program during programmed time, it is the responsibility of the faculty director or program assistant to ensure that the student receives care. If emergency care is required, the faculty director or program assistant should dial the appropriate local emergency number and/or escort the student to the hospital or care center. If non-emergency care is required, the faculty director or program assistant should stay with the student to ensure his/her safety and, while abroad, function as an interpreter where necessary. The faculty director or program assistant should maintain regular contact with their Study Abroad Office as applicable. If a student is injured during free time, the faculty director or program assistant should proceed to the hospital or medical center where the student is receiving care and ensure communications occur as described above.