

1. SOP: Reporting Student Injury – Columbus Campus

Applies to: Columbus campus-based CFAES Faculty and Staff	Responsible Department(s): CFAES Safety and Health; Academic Programs – Academic Affairs	Date Issued: 17 July 2019
Category(ies): HR; Academics		Date Revised: 15 July 2022

- 2. Intent/Background:** An occurrence of student injury on OSU property, or as part of an OSU activity, or the injury of a student employee is a situation that requires consistent and timely reporting to the appropriate offices. This reporting ensures that the college can act to remedy the situation that resulted in the injury as well as make sure student access to health care and insurance coverage as needed is managed correctly. An SOP in the case of student injury supports consistency in both procedures and communications; and increases the likelihood that all relevant parties are informed, and action is taken in a timely manner.

3. Definitions

Term	Definition
CFAES Student	Any individual actively pursuing a degree offered in the CFAES
CFAES Student Employee	Any individual actively employed in a student position that is managed by the CFAES on or about the Columbus campus of The Ohio State University

4. Policy/SOP/Guideline Details:

This SOP provides the reporting process and communication structure in the case of the injury of a student that: occurs on OSU property or at a function/event/class under the control of the CFAES; occurs while under the employment of the CFAES; or of a CFAES student that needs to be connected with Student Advocacy for which the previous two conditions do not apply.

5. Procedure

- A. Staff/faculty on-site evaluate extent of the injury:
 1. If an emergency – call EMS 9-1-1
 2. If the student requires medical attention beyond general first aid but not emergency, encourage and support student to seek medical attention (OSU Student Health Services, health care provider office, urgent care center or emergency department) as needed
- B. If the student:
 1. **is injured on OSU property and/or the injury occurs as part of an OSU class/event/function, AND is not an OSU work-related injury:**
 - a. OSU faculty or staff in charge of the class/event/function notifies Jeanne Osborne, Assistant Dean for Academic Affairs (Osborne.2@osu.edu, 614-292-2389)
 - i. Jeanne will notify student advocacy* (advocacy@osu.edu; 614-292-1111)
 - ii. If a significant injury, Jeanne will notify the CFAES Dean's office, the student's advisor and the Chair of the department in which the student is enrolled

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- b. OSU faculty or staff in charge of the class/event/function completes the **CFAES Student Injury Report Form** (linked from <https://cfaessafety.osu.edu/cfaes-safety-program/injury-reporting-procedures/student-injury-reporting-non-employee>)
- c. OSU faculty or staff in charge of the class/event/function submits the form to Jeanne Osborne (Osborne.2@osu.edu; 614-292-2389) and to Kent McGuire (mcguire.225@osu.edu; 614-292-0588)
2. **is an OSU student employee and the injury is work-related:**
 - a. Supervisor notifies Jeanne Osborne, Assistant Dean for Academic Affairs (Osborne.2@osu.edu, 614-292-2389)
 - i. Jeanne will notify student advocacy* (advocacy@osu.edu; 614-292-1111)
 - ii. If a significant injury, Jeanne will notify the CFAES Dean's office, the student's advisor and the Chair of the department in which the student is enrolled
 - b. Supervisor notifies HR representative and Kent McGuire, CFAES Safety and Health Coordinator (mcguire.225@osu.edu; 614-292-0588)
 - c. Supervisor works with student to complete and submit the **Ohio State Employee Accident Report** following the instructions on the form (linked from <https://cfaessafety.osu.edu/cfaes-safety-program/injury-reporting-procedures>).
Note: employee and supervisor have components to complete; employee and HR representative are provided copies of the report
3. **is injured outside of the university or university functions**
 - a. Student or family member or OSU personnel aware of the situation notifies Jeanne Osborne, Assistant Dean for Academic Affairs (Osborne.2@osu.edu, 614-292-2389)
 - i. Jeanne will notify student advocacy* (advocacy@osu.edu; 614-292-1111)
 - ii. If a significant injury, Jeanne will notify the CFAES Dean's office, the student's advisor and the Chair of the department in which the student is enrolled
- C. Additional follow-up with the student may be required depending on the nature of the injury (e.g., HR may require additional information if a work-related injury; CFAES Safety and Health Coordinator may coordinate with Student Advocacy and Student to obtain accommodations)

* Student may contact Student Advocacy independently; J. Osborne will confirm

6. Responsibilities Under the Policy

Assistant Dean, Academic Affairs (Jeanne Osborne); CFAES Safety and Health Coordinator (Kent McGuire); Student Supervisor (in the case of a student employee) or Course instructor (in the case of a course related injury)

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7. Resources/Forms

- OSU CFAES Safety Program for Employees: <https://cfaessafety.osu.edu/cfaes-safety-program>
- CFAES Injury Reporting Procedures and Student Injury Report Form: <https://cfaessafety.osu.edu/cfaes-safety-program/injury-reporting-procedures>
- Student Advocacy: <https://advocacy.sou.edu/health-personal-crisis/>

8. Contacts for Questions

Jeanne Osborne, Assistant Dean, Academic Affairs (Osborne.2@osu.edu; 614-292-2389)

Kent McGuire, CFAES Safety and Health Coordinator (mcguire.225@osu.edu; 614-292-0588)

9. Document Change History

Version no.	Effective date	Description of change/sections revised	Reason for change	Author name