



YOSEMITE COMMUNITY COLLEGE DISTRICT

2201 Blue Gum Avenue, P.O. Box 4065 (95352) Modesto, CA 95358

MODESTO JUNIOR COLLEGE/COLUMBIA COLLEGE

Student Accident Reporting Procedure

1. Ensure Immediate Safety

- **Stop** any ongoing activity that may cause further injury.
- **Move the injured student** only if it is safe and necessary (e.g., to avoid further harm).
- **Secure the area** if needed to prevent additional injuries.

2. Call for Medical Assistance

- **Emergencies** (life-threatening, heavy bleeding, loss of consciousness, severe head/neck injury, chest pain, etc.)
 - Notify Campus Safety, Emergency Medical Services will be contacted if necessary:
 - Modesto Junior College - (209) 575-6351
 - Columbia College - (209) 566-5476
- **Non-emergencies** (student is stable, minor injuries)
 - Contact Health Services or Campus Safety (above) for guidance:
 - Health Services – Modesto Junior College – (209) 575-6038
 - Health Services – Columbia College – (209) 588-5204
- **First aid** may be administered by Health Services or a trained staff member, if appropriate.
 - Administer first aid only within your training. Use available first aid kits/AEDs. Do not give medical advice.

3. Complete an Injury Reporting Form

- The **student and college staff** should complete an [Injury Reporting Form](#) as soon as possible (within 72 hours).
- Include:
 - Student's name and ID
 - Date, time, and location of incident
 - Description of the incident and injury
 - Witness names and statements
 - If the student is a minor: Notify the parent/guardian as soon as practicable.

4. Follow-Up and Support

- College staff to submit Injury Reporting Form to **Health Services**
 - Modesto Junior College - mjchealthservices@mjcd.edu
 - Columbia College – montaguek@yosemite.edu
- Health Services will offer the student guidance on:
 - Seeking additional medical care
 - Filing an [Accident Claim Form](#). Student Accident Insurance is administered by [A-G Specialty Insurance](#). Health Services will assist students in completing the A-G Specialty Accident Claim Form and provide contact information for the claims administrator.
- Health Services will provide copy of Injury Reporting Form to Risk Management

5. Recordkeeping and Investigation

- Maintain copies of all documents for legal and insurance purposes.
- The Risk Management Office may investigate the cause to prevent future incidents.