

Injury Reporting Process

1. First assess the injury and seek the appropriate medical attention. Students are not to be transported to a medical facility or home by employees.
 - a. If it is obvious that an ambulance needs to be called do not hesitate even if the person injured asks you not to.
 - b. For minor injuries use the First Aid kits located in all classrooms.
 - c. Pay attention and ask questions so you can accurately describe the situation
 - d. It is encouraged that all staff take the free CPR class that the college offers.

2. All injuries must be reported to Human resources by filling out an Incident Report Form, found on the TATC website or submitting the report via Crisis Manager app.