

INTERNAL POLICY AND PROCEDURE

TITLE: Emergency Care for Injured Technical Division Work Experience Education Students

EFFECTIVE DATE: July 16, 2019

CANCELLATION: none

DIVISION: Academic Affairs

CATEGORY: Work Experience Education

RESPONSIBLE DEPARTMENT: Technical Division

1. **Purpose**

To publish procedures for addressing injured Technical Division Work Experience Education students.

2. **Scope and Authority**

This policy applies to the students, faculty, and staff involved with Delgado Community College's Technical Division Work Experience Education courses.

3. **General Guidelines**

- A. Students enrolled in the College's Technical Division Work Experience Education courses are subject to a potential injury needing immediate medical attention during the practical work component of the course.
- B. The College is responsible for the initial medical fee incurred by the student as it relates to the injury; however, any subsequent medical care and fees from the injury are the sole responsibility of the student.
- C. Illness of any nature not related to an injury received in the work experience setting will be the sole responsibility of the student, and health care costs incurred will not be paid by the College.
- D. Additionally, each Technical Division Work Experience student is required to sign a statement that acknowledges that the student is responsible for all health care expenses incurred while enrolled in the course.

- E. Payments for initial emergency care for injured Technical Division Work Experience Education students are made upon approval of the Dean of the Technical Division. A [Technical Division Work Experience Education Student Incident/Accident Report Form](#) initiated by the appropriate faculty or staff member and signed by the injured student, the faculty or staff member, and the appropriate department/program chair (or Assistant Dean, as applicable) must be on file before payments are made.

Form: [Technical Division Work Experience Education Student Incident/Accident Report Form \(Form AA-003-01\)](#)

Review Process:

Ad Hoc Committee on Emergency Care for Injured Technical Division Work
Experience Students 6/3/19
Dean, Technical Division 6/3/19

Approvals:

Vice Chancellor for Workforce and Institutional Advancement 6/3/19
Vice Chancellor for Academic Affairs 7/16/19