

University of Wisconsin – LaCrosse  
Occupational Therapy Program  
Incident/Accident Procedure

Every injury/accident to either you or a student needs to be reported to the program director.

1. If the accident results in injury not managed by general first aid, obtain immediate medical attention for yourself or the student (911).
2. Any damage to university property needs to be reported.
3. Within 24 hours after the injury, complete the appropriate incident report form:
  - a. Claimant - Faculty injury
  - b. General - Student/Guest Speaker/Volunteer Patient injury
4. Turn in the form to the program director and debrief the incident to determine if changes need to be made.
5. Program director submits incident report forms to HSC Building Manager and determines if further reporting is needed.

Incident/Accident Reporting Forms are available at:

General Incident/Accident Report Form

[http://www.lacrosseconsortium.org/uploads/content\\_files/files/General%20Incident%20Report%203-15.pdf](http://www.lacrosseconsortium.org/uploads/content_files/files/General%20Incident%20Report%203-15.pdf)

Claimant Incident/Accident Report Form

[http://www.lacrosseconsortium.org/uploads/content\\_files/files/Claimant%20Incident%20Report%203-15.pdf](http://www.lacrosseconsortium.org/uploads/content_files/files/Claimant%20Incident%20Report%203-15.pdf)