



MEMORANDUM

Office of the Vice President of Administrative Services
(714) 241-6144/Fax: (714) 241-6252

To: All Coastline Personnel

From: Kevin J. McElroy, Vice President, Administrative Services/kjm

Date: January 16, 2009

Subject: **Student/Non-Student Accident/Incident Report Form**

On the reverse side of this memo is a copy of the Student/Non-Student Accident/Incident Report Form. The college employee, who either witnesses a student or is supervising the student at the time of the injury, should complete this form in full and submit it immediately to the **Coastline College Center, Administrative Services, Attention: Shirley Spencer, (Any employee injury must also be reported for Worker's Compensation through Coastline Personnel Services Supervisor, Carolyn Loy, (714- 241-6146.)**

Staff members should handle life-threatening emergencies and other illnesses or injuries requiring 911 services in the most expedient manner possible. If a student's/non-student's injuries are not life-threatening and the student is able to travel, he or she should proceed directly to:

Westminster Location:

**Memorial Prompt Care Services
15464 Golden West (at McFadden)
Westminster, CA 92683
(714) 891-9008**

Huntington Beach Location:

**Memorial Prompt Care Services
18561 Beach Blvd.
Huntington Beach, CA 92648
(714) 848-0080**

Hours: 8:00 a.m. - 9:00 p.m., Monday through Sunday (holiday hours may vary)

This is the official health center for Coastline students/non-students. Upon arrival the student must have a current valid **Coastline student class program printout, which can be located at MY CCC, and a picture identification card.** Non-students must obtain prior authorization from Administrative Services, Shirley Spencer at (714) 241-6145. If under 18 years of age, they must present a signed permission statement from their parent or legal guardian. If additional medical care is necessary, the student or non-student should contact Administrative Services, Shirley Spencer at (714) 241-6145.

The District has arranged for a special all-risk rider to supplement the Student-Accident Policy for Coastline College. This is to provide accident coverage for potential students (not currently enrolled) who are on campus for school-related business such as counseling, registration, financial-aid, etc. Claims will be handled through Memorial Prompt Care Service.

Please keep an up to date supply of these forms available at all times. All student injuries must be **promptly documented.** Again, injured students should call Shirley Spencer at 714-241-6145 in Administrative Services. Ms. Spencer will notify District Risk Services and process your Claim Forms following medical treatment at Memorial Prompt Care. We are responsible for reporting all accidents immediately. **If there are any questions, please call Shirley Spencer at (714) 241-6145.**

