Emergencies, injuries or accidents at the Field Practicum Site
Procedures for SW 489, 650 and 750-755 Field Students

Instructions for Field Practicum Students:

Medical Emergencies: In the event of a medical emergency, accident or injury at the Field Practicum, during or after normal working hours, students should go directly to the nearest emergency room, their primary doctor /healthcare provider, or SDSU Health Services Urgent Care for treatment as needed.

Students should also contact their field instructor at the agency immediately to notify them and to find out if there are any agency-specific procedures to follow, such as, whether to go to a specific provider, used by the agency’s employees or interns.

Students must also notify their School of Social Work Field Faculty, as soon as possible, after any emergency, injury, accident or exposure to a serious illness.

NOTE: In the event of an auto accident while at the Field Practicum, students should follow the above procedures but also call their auto insurance and follow up as they would for any non-practicum related accident.

Instructions for Field Faculty:

1. Once the student calls their Field Faculty to report an injury or exposure to serious illness, Field Faculty should get as much information as possible about the incident from the student, i.e. nature of injury, date, time, place, persons involved.

2. Field Faculty will confirm that the student has informed his/her Field Instructor and has filed an incident report at the agency, with copies to the Field Education Director or Undergraduate Field Education Coordinator immediately.

3. Field Faculty and students will notify the Field Education Director immediately (within 2 working days): Graduate Students: Candy Elson, Field Director, celson@projects.sdsu.edu 619-594-5144; Undergraduate Students: Kim Archuletta, Undergraduate Coordinator, karch@mail.sdsu.edu 619-594-5803.

09/2011