Procedure for Emergencies, Injuries or Accidents at the Field Practicum Site
(SW 489, SW 650, SW 750 and SW 755 Students)

Instructions for Field Practicum Students:

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 Heath 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.

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, etc.

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 Director of Field Education or the Undergraduate Field Education Director immediately.

3. Field Faculty and students will notify the Director of Field Education or Undergraduate Field Education Director immediately (within 2 working days):

   Graduate Students: Amanda Lee, Director of Field Education
   amanda.lee@sdsu.edu 619-594-5144
   Undergraduate Students: Carmen Robles, Undergraduate Field Education Coordinator, ccrobles@sdsu.edu (619) 723-0340