

## Student/Visitor Injury Referral

**Kirkwood Security should be contacted immediately after an accident has occurred or been reported so they can respond and create an accident report.**

**Kirkwood Security: 319-389-1774**

If a **student** is injured while participating in a **Continuing Education** class,

1. An Illness and Injury report must be filled out and turned into Lara Buckles at The Kirkwood Center within 24 hours.
2. If further medical attention is needed, he/she must be seen by **his/her primary care physician or walk-in clinic of his/her choice.**
3. Bills for the student's visit should be sent to **Risk Management Specialist, 2<sup>nd</sup> Floor Kirkwood Hall. We do not tell the student that the bill will be taken care of by Kirkwood. We only can say that a claim will be filed.**
4. ***Kirkwood Community College will not pay medical bills unless they are found legally liable to do so.***

If a **student** is injured **off campus in a non-paid clinical /internship,**

1. An Illness injury report must be filled out and turned into Lara Buckles at The Kirkwood Center within 24 hours.
2. He/she must be seen by **his/her primary care physician or walk-in clinic of his/her choice.**
3. ***Kirkwood Community College will not pay medical bills unless they are found legally liable to do so.***

