

Facility:	Illinois College of Optometry and Illinois Eye Institute
Policy:	Slip and Fall Procedure
Manual:	Illinois Eye Institute Policy and Procedure Manual Illinois College of Optometry Policy and Procedures
Effective:	October 2009
Revised:	November 2015 (M.Butz)

SLIP AND FALL PROCEDURE

PURPOSE:

To establish a procedure for addressing slip and fall incidents in the College and Eye Institute buildings.

POLICY:

It is the policy of the Illinois College of Optometry and the Illinois Eye Institute that slip and fall incidents will be addressed in the manner listed below regardless of the location of the slip and fall.

PROCEDURE:

- 1) Notify security in the case of a patient or visitor injury.
- 2) Triage the injury and offer to call an ambulance if not life threatening. If the patient/visitor/student is severely injured call 911.
- 3) Security will complete an incident report. Security personnel may give contact information for the Vice President of Compliance, to the injured party.
- 4) The incident report will be hand delivered to the Compliance and Risk Management office.
- 5) Incident reports should be delivered by the next business day at the latest.
- 6) If medical expenses need to be paid then the Compliance & Risk Management department will either file a claim with our liability insurer for a student or visitor or file a workmen's compensation claim for an employee. The claim number and information about where to send medical expense information will be given to the injured party once it is available.
- 7) If an accident with possible injuries happens to a student or employee, it can be reported later to security so that an incident report can be completed.
- 8) All calls about injury complaints should be forwarded to the Compliance Department.

Note: Many times, an injured third party such as a patient will want a "note" to tell the next provider of care that ICO/IEI will paying their medical bills. A written notice that the patient was injured on our premises (not saying we will pay for "everything...") is acceptable.