

Guide for Injured Students

The following guide provides students with what they need to know if they have been injured during course work or practicum. (This handout can be found on the BCIT Website Under SSEM > Safety on Campus > First Aid)

If you are injured, it is important that you complete the following:

1. Report the injury to your supervisor/instructor.
2. Seek First Aid and/or 911.
3. Complete the [Student Injury Report form](#).
4. Complete the [Early Assist Online form](#) if you require additional resources and supports.
 - **Note:** Early assist can support return to the classroom, as well as accessing other resources at BCIT.
5. Follow up with WorkSafeBC if you are on practicum and you receive medical aid (outside of first aid).

1. Report the Incident to your Supervisor/Instructor

When a student is involved in an incident or is injured, they must report it to their supervisor/instructor regardless of the severity. Your supervisor/instructor will need to be aware of the incident to start an investigation and place controls to ensure similar incidents do not reoccur.

Your supervisor/instructor will fill out an incident/injury report on [IRIS](#).

2. Seek First Aid and/or 911

Report to First Aid at your campus or seek treatment from emergency services. For more information or to find first aid locations and hours please see [First Aid – BCIT](#) or email BCIT_FirstAid@bcit.ca.

- Contact BCIT Security (604-451-6856) to request first aid treatment.
- Request first aid using the [Safety Wise App](#).

If you require medical aid, outside of first aid, please inform your supervisor/instructor.

3. Complete the Student Injury Report Form

When a student seeks first aid, the first aid attendant will report the injury in IRIS. As the injured student, you must complete the [Student Injury Report form](#). Completing the Student Injury Report Form will ensure that your information is appropriately recorded.

4. Complete the Early Assist Online Form

If you require support or additional resources, please complete the [Early Assist Online form](#), which is found on the BCIT website, under [Early Assist](#). Once received, a Student Life Office Manager will contact you.

5. Follow up with WorkSafeBC

If you are a practicum student and have seen a doctor or missed time from work as a result of a work-related injury/illness, you can

- a. start a WCB claim by calling the WorkSafeBC Teleclaim Contact Centre at 1.888.WORKERS (1.888.967.5377)
- b. After reporting to [BCIT First Aid](#) by sending a completed Student Injury Report form to BCIT_FirstAid@bcit.ca, they will initiate your claim to the Ministry of Advanced Education, Skills and Training, who, once the claim is approved, will forward your claim to WorkSafeBC for approval per their guidelines and directives.
- c. check your WorkSafeBC Claim status by calling the WorkSafeBC Teleclaim Contact Centre at 1. 888.WORKERS (1.888.967.5377).