

Field Trip Report Form for Accident, Injury or Illness
Horry-Georgetown Technical College

Student's Name: _____ Date: _____

Describe what happened. (Including symptoms): _____

What treatment(s) were given? _____

Was the student taken to hospital/clinic? YES NO

If yes, where? _____

Briefly describe the student's relevant medical history, allergies, & medications:

Horry-Georgetown Technical College policy is that all students who become ill or injured while on a college-sponsored off-campus activity must see a healthcare professional for follow up evaluation and/or care.

I acknowledge that I have been advised to follow up with a healthcare professional.

Student's Signature _____

I acknowledge that I am an employee of HGTC and have made every reasonable effort to submit this report accurately and completely. Further, I have advised the student named in this report to follow up with a healthcare professional.

HGTC Employee (Please print)

Title (Please print)

Employee Signature

Date

Form Submission: *In the event of an emergency, the field trip sponsor should follow the Emergency Procedure as outlined in Section VII, B in Procedure 8.1.1.2. In addition, this completed form should be submitted in the Office of Student Affairs as soon as possible.*