



The Institute of Allied Healthcare

7614 Louis Pasteur Dr. Suite 402 | San Antonio, Texas 78229

Phone: 210-616-0880 | Fax: 210-775-5336

www.alliedhealthedu.com

Health and Safety Plan

The purpose of the Health and Safety Plan is to ensure readiness in case of sickness, accidents, or emergency health care needs for students, employees, and guests at The Institute of Allied Healthcare.

Procedure for Reporting and Investigating Accidents

The Institute of Allied Healthcare and Institute personnel strive to maintain a healthy and safe environment for all who visit the campus. Should an incident or accident occur while on site, the following procedure for reporting shall take place:

1. Notify closest Institute personnel
2. Refer to first aid kit if applicable
3. Call 911 if applicable
4. Notify emergency contact if applicable
5. Institute personnel to remain with individual until further assistance arrives
6. Institute personnel to fill out appropriate form IOAH-01 Incident Report Form or IOAH-02 Accident Report Form and turn in to the School Director
7. The School Director will be notified, and investigation will commence immediately
8. The School Director shall contact the individual with resolution in less than 24 hours

Incident

Incidents on campus are defined as but not limited to:

- Spills
- Non-functional equipment or supplies
- Sickness or illness
- Behavioral incidents

Accident

Accidents on campus are defined as but not limited to:

- Injury
- Falls
- Unconsciousness
- Medical emergencies

Student Reporting and Investigation

If an accident, injury, medical situation, or student behavior incident should occur, Incident Report Form IOAH FORM -01 will be used for reporting purposes. The form is to be filled out by both the student and Institute personnel. All reports are submitted to the School Director for investigation.



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Guest Incident Reporting and Investigation

If an accident, injury, or medical situation should occur at the Institute, Incident Report Form IOAH FORM-01 will be filled out by the guest and turned in for reporting purposes. This form is filled out by both the guest and Institute personnel. All reports are submitted to the School Director for investigation.

Employee Reporting and Investigation

If an on-the-job injury or illness occurs for employees, the employee is responsible for reporting to the closest Institute personnel and completing the appropriate reporting form for documentation. Incident and Accident Report forms are distributed to employees on orientation day. Copies of both forms are also available in the main Admissions office and online on the school website. The form is to be completed by the employee immediately and submitted to the School Director. The School Director will begin investigation and follow up with resolution within 24 hours.

Student and Employee Accessibility

Students and employees may obtain reporting forms IOAH FORM -01 and IOAH FORM-02 on the school website at www.alliedhealthedu.com or they may obtain a hard copy from Admissions or Institute personnel office on campus.

Evaluation

Annual revision of the Health and Safety Plan and methods for reporting and investigation are completed with employee and student input.