

What to do if an accident occurs?

Instructions for teachers:

1. Provide first aid the best you can.
2. In serious cases, call 112 and follow the instructions given.
3. In minor cases, call e.g. FSHS (tel. 046 710 1027) or Terveystalo (tel. 030 6000) and follow the instructions given.
4. Never send the student to a doctor's appointment unaccompanied. Ask the student to take a friend with them.

After the lesson

5. Notify the course teacher-in-charge of the situation.
6. Teacher-in-charge: ALWAYS submit an incident report: aalto.fi/en/services/incident-report. You must fill in the report even the case of minor injuries – e.g. a tiny cut, because it may become infected later.
7. Notify the relevant occupational safety representative (industrial safety delegate) of the accident:
 - ARTS: Janne Hirvonen
 - BIZ: Eevi Huhtamaa
 - CHEM: Kimmo Karinen
 - ELEC: Jari-Pekka Ruonio
 - ENG: Ilpo Korhonen
 - SCI: Markku Ranta
8. When the student is well enough, instruct him or her to contact either Matti Niemelä or Sari Mykkänen (the deputy for both is Petri Peltonen) in order to take care of insurance issues.
 - See for further instructions on insurance issues on the right side of this page.

Instructions for students:

1. Tell the teacher about the accident immediately.
2. Follow the teacher's instructions: the teacher will call the emergency number (112), the Finnish Student Health Service (FSHS) or Terveystalo.
 - Your insurance covers public health care as well as the services of FSHS and Terveystalo.

If you are taken to hospital in an ambulance

- a. Tell them that you are an Aalto University student.
- b. Save all your receipts and related documents for future reference: e.g. prescriptions, receipts for medicine and any other costs.

If you need to visit FSHS, Terveystalo or the emergency department at a hospital (no need for ambulance):

1. Take a friend with you.
2. Tell the person at the reception that you are an Aalto University student.
3. Save all your receipts and related documents for future reference: prescriptions, receipts for the taxi fare, medicine and any other costs.

When you are well enough to think about other things:

4. Contact either Matti Niemelä or Sari Mykkänen (the deputy for both is Petri Peltonen) to take care of insurance matters.
 - See for further instructions on insurance issues on the right side of this page.

STUDENT DATA NEEDED FOR FILLING IN THE CLAIM NOTIFICATION

- Name
- Personal identification number
- Address
- Telephone
- Email address
- Bank account number
- Subject studied/name of school and programme
- How did the accident happen?
- When (date)?
- At what time?
- Where (address)
- What kind of accident was it? / What did you injure?

Statutory accident insurance for students:

what steps to take after an accident has occurred?

Our insurance company is IF.
The policy number is: SP0001047461.

Aalto University has taken out statutory accident insurance for its students with the insurance institution IF; the coverage is based on the act on coverage for accidents sustained in work-like circumstances associated with studies (1318/2002), see into.aalto.fi/display/enopisk/Statutory+insurance+for+students

1. The student contacts Matti Niemelä or Sari Mykkänen (the deputy for both is Petri Peltonen), who sends the student a list of questions in order to get all the information needed for the claim notification filed later.
 - The questions are listed in the red box.
2. Matti or Sari will send also a certificate of insurance for the student to fill in.
 - Matti or Sari fills in the employer's part of the claim notification.
3. The certificate of insurance is sent to the health care provider, e.g. FSHS.
4. The student submits the filled-in list of questions to Matti or Sari who then fills in the claim notification.
 - In most cases, the health care provider will charge the insurance company directly. If the student was charged for the treatment, he or she should enclose the payment receipt with the claim (either as a hard copy or scanned).
5. Matti or Sari will file the claim notification.
6. Should the insurance company IF ask for additional information from the student in writing, the student provides the requested information.
7. IF processes the claim.
8. IF pays the compensation to the student in accordance with its policies.