

# SAMPLE

\_\_\_\_\_ Board of Education

## EMPLOYEE INJURIES SUSTAINED ON THE JOB

### Reporting of Injuries and Medical Treatment

#### School Day Reporting-

Any employee who is injured while at work shall notify his/her supervisor or principal and report immediately to the nearest school nurse for assessment and treatment.

#### Evening Reporting-

An employee injured during a time when the school nurse is not available shall call his/her supervisor or principal and report to the school nurse the next day the nurse is on duty or to the office of the School Business Administrator when school is not in session.

If your supervisor or principal cannot be reached contact one of the following:

_____	_____
_____	_____
_____	_____

All injured employees will be required to complete an Employee Report.

#### Non-Emergent Treatment

If the nurse determines that treatment of a non-emergency basis is needed, the following procedure must be followed:

1. The nurse will direct employee to an approved primary workers' compensation physician.
2. Any referrals to specialists, therapists, or diagnostic testing will be made by the primary workers' compensation physician.

#### Emergency Treatment

1. If there is an emergency situation, the employee must go immediately to the Emergency Room at \_\_\_\_\_ Hospital.
2. After treatment, the employee's responsibility is to report the incident to \_\_\_\_\_ and to begin treatment through the assigned primary care physician. **This must be done within 48 hours.**

**FAILURE TO FOLLOW THESE PROCEDURES MAY RESULT IN A DENIAL OF THE CLAIM, LIABILITY FOR MEDICAL COVERAGE, AND USE OF SICK LEAVE.**