

Work Related Injuries

Procedure for reporting

1. Employees must report all injuries immediately to their supervisor, school nurse, or building administrator. If the injury is a medical emergency, please contact the Human Resources Coordinator as soon as possible after seeking medical treatment for the injured employee.
2. For non-medical emergencies, supervisors, school nurses, or building administrators will immediately seek medical treatment as appropriate.
 - a. If the incident is a medical emergency, call 911 and have the employee transported to the emergency room.
 - b. If the incident is not a medical emergency, but the employee needs prompt medical attention, the employee should seek treatment at an urgent care facility such as Express Care at Porter or with their primary provider as appropriate.
3. Supervisors, school nurses, or building administrators are responsible for ensuring completion of the ACSD Employee Accident Report for all injuries you are aware of regardless of whether the individual sought medical treatment.
 - a. The Accident Report should be completed by the injured employee and signed by the building administrator. If the employee is unable to complete, the building administrator must complete with the assistance of any witnesses to the event.
 - b. Submit the completed Accident Report to the Human Resources Coordinator as soon as possible but no later than 24 hours after the incident.
 - c. All documents related to the injury must be forwarded to the Human Resources Coordinator.
4. If an employee is required by a physician to be out of work, the Human Resources Coordinator will work directly with the employee regarding return to work and wages to be paid by the district or Workers' Comp. The employee must communicate to their supervisor or building administrator expected leave from work and return to work.

Any questions related to a workplace injury should be forwarded to the Human Resources Coordinator at 802-382-1281.