



# Livonia Public Schools Employee Injury Report Form

This form must be filled out and signed **ONLY** by the employee involved.  
The principal/supervisor must also sign and fill in the date the employee returned to work.  
ALL questions **MUST** be answered.

Date of Injury	Time of Injury <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	Shift Start Time on Date of Injury <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	Social Security Number
Employee's Full Legal Name		Maiden or Previous Name	Home Phone Number
Date of Birth	<input type="checkbox"/> Female <input type="checkbox"/> Male	Date of Hire	Have you ever had a work-related injury? <input type="checkbox"/> Yes <input type="checkbox"/> No
Street Address	City	State	Zip
Employee Occupation ( <i>Special Ed, Teacher, Clerk, etc.</i> )	Building/Department	Place of Injury (e.g., SHS cafeteria)	
Nature of Injury (sprained right ankle, lacerated left index finger, contusion to right knee, etc.)			
Describe <u>in detail</u> how the injury occurred:			
Name(s) of witness(es) to injury:		Name(s) of responder(s) to the scene (did not witness injury):	
Was medical treatment necessary? (Yes or no only) <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, at which approved clinic? (See back)		
Date of Report	Employee Signature		
Date Employee Returned to work	Building Admin Signature	Date Informed of Injury	

**NOTE:** Employees who are exposed to potentially infectious materials without devices provided, or who have been bitten to the point of breaking the skin, should immediately go to one of the approved clinics and follow the Administrative Procedures JGCC/GAEB (Universal Precautions section) and contact the Employment Services Secretary at 734-744-2568.

**This form must be completed within 24 hours of the injury and sent to the Employment Services Secretary.**

# Livonia Public Schools

## Approved Clinics and Treatment Procedure

**Neck, head, or back injury MUST go to the clinic the day of the injury  
– per LPS guidelines. NO EXCEPTIONS!**

When an employee is injured at work and in need of medical treatment, the supervisor or designee needs to contact the **Human Resources Department at 734-744-2568** to provide the following:

1. Employee's name
2. Job title
3. Building location and where injury occurred
4. Date of injury
5. Detailed explanation of how injury occurred
6. Which approved clinic employee is visiting for treatment

### **If medical treatment is required on weekends or after 4PM:**

- Concentra Medical Center: 34095 Plymouth Road, Livonia  
4:00 p.m. -8:00 p.m., Saturdays 10 a.m. - 4:00 p.m.

Verbal authorization will to be called in for the employee prior to arrival.

**Treatment of work-related injuries covered by Workers Compensation Laws is excluded from coverage under the LPS Group Health Plans. Therefore, any employee seeking medical care for a work-related injury outside of the LPS approved medical facilities without prior written approval will be personally responsible for any expenses incurred.**

**Return-To-Work Notes from the clinic are only to be given to the Human Resources Department for approval to return to work.** These notes should not under any circumstances be turned into anywhere other than Human Resources. The district will make every effort to accommodate restricted work duty. Each case will have to be evaluated by the supervisor and/or Director of Human Resources on an individual basis.

**Follow-up treatment must be at one of our approved clinics.**

<p><b><u>Ascension Michigan at Work</u></b> (Previously Providence)</p> <p>37595 Seven Mile Rd., Livonia (734) 432-6668</p> <p>Monday-Friday 7:30 a.m. - 4:00 p.m.</p>	<p><b><u>Concentra Medical Centers</u></b></p> <p>34095 Plymouth Rd., Livonia (734) 513-2000</p> <p>Monday-Friday 8:00 a.m. - 5:00 p.m.</p> <p><b><u>Concentra Medical Centers</u></b></p> <p>28196 Schoolcraft Rd., Livonia (734) 425-4600</p> <p>Monday - Friday 8:00 a.m.-8:00 p.m., Saturday 10:00 a.m.-4:00 p.m.</p>
<p><b>LIFE-THREATENING/EMERGENCY TREATMENT ONLY</b></p> <p>St. Mary Mercy Hospital 36475 Five Mile Rd. 734-464-4800</p>	

