



## REPORTING A WORK-RELATED INJURY

When an employee is injured at work, follow these instructions:

**If an EMERGENCY (life threatening injury):**  
**Call 911 or go to the nearest hospital**

**As soon as possible:**

- Report the injury to your supervisor!
- Complete the FCUSD Accident/Incident form (see Administrative Assistant on site or contact Tanya Larson)
- Call the Early Intervention Nurse at 1-877-742-3467

**For NON-EMERGENCY injuries:**

**Immediately:**

- Report the injury to your supervisor!
- Complete the FCUSD Accident/Incident form (see Administrative Assistant on site or contact Tanya Larson)
- Call the Early Intervention Nurse at 1-877-742-3467

**Please note:** In the event of non-emergencies, seeking medical treatment before reporting the injury to your supervisor and SIA's Early Intervention Nurse may be considered self-procured medical treatment and the District may not be responsible for payment.