



Work Injury Notice

No injury is too small to report. **All injuries, even if no treatment is required, must be reported.**

When an injury occurs in the workplace, during normal business hours, **go see the building nurse** and **complete a Report of Injury** form. It's important to notify your supervisor as soon as possible.

If the nurse is unavailable or it's after normal business hours, complete the Report of Injury form, in the workers' compensation packet located in the breakroom and be sure to contact your Department Director. The workers' compensation packet contains a list of approved sites and an authorization form to receive medical treatment. However, if this injury requires emergency treatment, go to the nearest hospital, or call 911 and notify your appropriate Department Director.

Department Director	Contact Number
Building Principal, Teachers	On-site
Christian Bertel, Health and Wellness	314-565-0304
Christopher Dew, Transportation	314-704-3863
Steve Scott, Night Custodial Supv	314-365-4217
Lamont Mitchell, School Safety	314-308-5548
David Dudley, Maintenance	314-574-3927
Pamela Russell, Child Nutrition	314-807-8184

If you need medical treatment and neither the nurse nor your Department Director is available, contact: **Kathy Jackson, Benefits and Retirement Services Coordinator at 314.953.5190.**

Visit with your building nurse the following workday and make sure you submit the Report of Injury form **within 24 hours**. Remember, your health and safety are important to us.

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