

FAIRFIELD PUBLIC SCHOOLS

WORKERS' COMPENSATION PROCEDURES

If you are injured at work:

- ✓ Report the injury to your Supervisor/Principal **IMMEDIATELY**.
- ✓ A First Injury Report **MUST BE COMPLETED** by the Supervisor/Principal **by the end of the school day**. (If treatment is required, a copy of the treatment determination must be attached and it **MUST be noted on the first injury report**).
- ✓ If you are going to be out of work due to your injury, a letter from the doctor must to be forwarded to:
 - Human Resources, and
 - Your Supervisor/Principal.

This letter **MUST INCLUDE**:

- Your name, and
 - The date of your injury, and
 - A return to work date, and
 - It **MUST** be returned prior to your return to work.
- ✓ Please be sure to obtain a copy of the paperwork determining your treatment for the injury or a copy of the doctor's notes.
 - ✓ An ambulance or the supervisor should transport **EMERGENCIES** to the nearest hospital emergency room.
 - ✓ First injury reports and treatment determinations **MUST** be returned as soon as possible to the Human Resources Office.

If you have any questions, please contact the Human Resources Department at (203) 255-8462.