

Standard Operating Procedure (“SOP”): Workers’ Compensation

Effective Date: October 1, 2025

Department: Office of Legal Affairs

I. Purpose

To establish a uniform procedure for employees of the DeKalb County School District (“District”) to report work injuries. In addition, this SOP provides measures that should be taken to prevent work injuries.

II. Scope

This SOP applies to all District employees including administrators, teachers, support staff, and coaches.

III. Definitions

Work Injury: Any injury that arises out of and in the course of employment.

Serious Work Injury: Any work injury that requires immediate medical attention or is life- threatening.

Actual Notice of Injury: A direct communication between employee and the District of the injury.

Constructive Notice of Injury: Notice of injury is determined based on the surrounding circumstances. An inquiry should be made by the administration, or administrator on duty, to determine if the injury is work related.

IV. Procedure

A. After work injury

1. Employee should immediately report work injury.
 - a. Complete an Employee Accident Report (“EAR”) fully.
 - b. Return the EAR via email to the address listed on the EAR.
 - c. Complete EAR immediately, no later than 30 days after the work accident.
 - d. Maintain a copy of the EAR for their personal records.
 - e. Original EAR is placed in the file for the employee maintained by the school/office.

B. After Serious Work Injury

- a. Call 911 for life-threatening injuries or if deemed necessary.
- b. Emergency medical services should also be called in a situation where the employee's condition could worsen significantly, or requires advanced skills, equipment, or paramedics.
- c. Seek appropriate first aid while awaiting emergency medical services.
- d. The EAR should be completed after employee has obtained emergency medical treatment.

C. Authorization to Physician Form ("APF")

1. After completing the EAR, the employee should complete the APF.
2. The APF is completed by selecting an authorized physician listed on the APF.
3. If immediate non-emergency service is needed, the employee should select a medical provider from the category listed "Occupational Medicine-No Appointment Needed."
4. The APF should be completed even if medical treatment is not initial sought.
5. The APF memorializes the employee's choice of doctor.
6. After signing the APF, the APF should be forwarded to the address listed on the APF.
7. The employee should keep a copy of the APF.
8. The employee should provide a copy of the APF and EAR to the medical provider when the category "Occupational Medicine-No Appointment Needed" is selected.
9. A drug/alcohol test will be administered to the employee by the medical providers listed under the category of "Occupational Medicine-No Appointment Needed."
10. An adjuster will then contact the employee regarding next steps.

V. Prevention of Work Injuries

1. Staff should avoid stepping on a chair to post items on classroom walls.
2. Make sure there is a clear walkway in classroom/office to avoid tripping.
3. Wear appropriate footwear to prevent slip and fall injuries.
4. Custodians should use wet floor signs and non-slip cleaners.
5. Custodians should wax floors during low traffic periods.
6. Staff should use carts and dollies to decrease lifting injuries.
7. Use de-escalation methods to decrease student fights to avoid injuries.

VI. Review and Revision

- A. This SOP will be reviewed and updated by the Office of Legal Affairs as needed.
- B. Any updates will be based on changes in laws, procedures, or school operations.