

# STAFF INJURY REPORTING PROCEDURES

## NORTH ADAMS COMMUNITY SCHOOLS

Please follow these steps when an employee is injured while engaged in their job.



### INJURY

Attend to staff person's safety and well-being first. This may include:

- Having the school nurse assess the employee,
- Arranging transportation to go to Corporate Medical, or
- Calling 911 for emergency medical attention.



### REPORT

- Notify an administrator, department director, and/or school nurse.
- Notify Central Office so they may provide **Authorization for Treatment Form** before or at the employee's arrival for assessment.
- As soon as possible, the employee, administrator/director, nurse, or witness must complete an **Accident/Injury Report, even if no treatment is sought**. Accident/Injury Reports completed more than 24 hours after the incident *may* be denied by the insurance carrier.



### TREATMENT

- Ultimately, it is the employee's responsibility to determine if they will seek medical treatment.
- Unless an emergency, the staff member should report to Corporate Medical Services/ER at Adams Memorial Hospital (1100 Mercer Ave., Decatur) for assessment or treatment.

### FOLLOW-UP

- Central Office submits **First Report of Injury Form**
- Employee contacts Jolene Wynn (wynnjenadams.k12.in.us) at Central Office if assessed to share assessment results.
- Employee completes **Medical Authorization Form** and submits it to Central Office.
- Central Office asks administrator/supervisor to complete **Supervisor's Incident Report**.



### REVIEW

- Copies of all forms, notes, and bills should be provided to Central Office.
- If on-going treatment and/or recovery is needed, stay in regular communication with Central Office.
- School administrator/director conduct in-house investigation of the incident and report any concerns related to the incident to Central Office.
- The insurance carrier may request additional information of the employee, school, or provider.



### RESOURCES

- North Adams Central Office--260-724-7146
- Jolene Wynn, Ext 2107
- Beth Quinn, Ext 2106
- Lori Baumer, Ext 2102
- Jane Werling, Ext 2105

