



INJURED AT WORK?

Life-threatening emergencies, call 911.

NO MATTER HOW SMALL THE INJURY:

1 Report Injury to Direct Supervisor, immediately.

2 Complete the Accident Report – WITHIN 24 HOURS (PREFERABLY SOONER)

[EMPLOYEE ACCIDENT REPORT FORM \(Page 1 of 4\)](#)

- The employee should complete online form.
- If the employee is unable, the staff assisting should complete to best of their ability.
- The Accident Form can be accessed from Avon’s website on the main staff page under employee forms on the right hand side.
 - The online form will be immediately sent to HR. If hardcopy form is completed, it will still need to be sent to HR.
 - **Email ACSC Benefits:** acscbenefits@avon-schools.org
 - **ACSC Benefit Fax:** 317-544-6002

3 If medical attention is needed, see a school nurse.

- If the nurse decides additional treatment is needed, they will provide an **Authorization for Services** for Hendricks Occupational Health Services.
- Please follow the recommendation of the on-site nurse.
- **If a school nurse is unavailable**, contact **ACSC Benefits 317-544-6045** to obtain an **Authorization for Services**.
- Custodial staff working 2nd and 3rd shifts should contact the Head Custodian/Shift Leader to obtain the **Authorization for Services**.
- If employee is unable to drive themselves, please contact emergency contact found in Skyward.

4 Hendricks Regional Occupational Health Services

- **HRH Plainfield Occupational Health (Main Site)**
1100 Southfield Drive, Suite 1310
Plainfield, IN 46168
Monday – Friday, 8am to 4pm



***After hours, the HRH Immediate Care Center at this same location can accept work-injury patients until 8pm or Sat-Sun, 8:30am to 4:30pm**

**** After 8pm or for an emergency situation, employees should visit the ER at either the HRH Danville or Brownsburg Hospitals.**

Forward a copy of all treatment documents and follow-up appointment details to ACSC Benefits acscbenefits@avon-schools.org.