



First Injury Report Checklist

Please complete all sections and submit this form to Human Resources upon completion.



Employee Contact Information

First and Last Name:	
Job Title:	
Building Location:	
Current Date:	



Steps to Report Your Work-Related Injury

- ☐ Notify your supervisor of your injury - if your immediate supervisor is unavailable, notify your building Principal.
- ☐ Call **Real Living's Trifecta Reporting Line** at **1-888-589-6492** to report your injury and to speak with a registered nurse for triage recommendation and treatment.

Real Living will ask you questions regarding your injury as well as general identifying information including your social security number.

- ☐ If you received guidance from a registered nurse and/or feel like your injury may need medical attention, please seek in-person care from a healthcare provider.
 - All employees enrolled on the ECASD medical plan have direct access to Achieve Health available at no-cost. Call **Achieve Health** at **715-229-5550** to schedule an appointment.



If You Seek In-Person Care

- ☐ If you seek in-person healthcare, please provide any medical notes you receive from your initial visit to AskHumanResources@ecasd.us with the subject line of "Medical Notes". Medical notes may include information about your diagnosis due to your work-related injury, treatment plan, progress, restrictions, and prescribed absences.

ECASD partners with Insurance Company of the West (ICW) Group for all worker's compensation claims starting July 1, 2026. Human Resources will provide you with your

worker's compensation claim number and claim handler's contact information via email.

- ☐ Please continue to keep Human Resources and your claim handler with ICW Group informed by providing updated medical documentation until you have fully recovered.



Your Story Matters - Tell Us What Happened

Select any of the following factors that may have contributed to your injury:

- ☐ Slip/trip/fall
- ☐ Equipment issue
- ☐ Weather conditions
- ☐ Combative behavior/aggression
- ☐ Muscle strain (hypertension - overextending)
- ☐ Chemical exposure
- ☐ Cut or burn
- ☐ Bites or sting
- ☐ Other: _____

Looking back, is there anything that you think could have helped prevent this? Are there factors that would make it easier to prevent something like this? Please share your thoughts.

After reflecting on this incident, which statement best describes your next step?

- ☐ I don't see any changes needed at this time
- ☐ I've started thinking about what I might do differently
- ☐ I have a clear idea of what I could change
- ☐ I plan to take steps to prevent something similar from occurring to me and others
- ☐ I am already making changes in how I work

Is there anything that ECASD could improve to help prevent similar incidents? If so, please share your thoughts.

What tools, training, nudges, adjustments, or support would be helpful to you as you transition back to your regular duties?



Your Support Toolkit



Employee Achievement Program (EAP)

In times of trying to navigate a stressful life event, EAP offers tools to empower you to work through any issue that may arise in your life. Their support is REAL, approachable, and built to truly make a difference. Real Living can be accessed 24/7 by calling **1-877-256-9302** or by logging into the EAP web portal at www.realiving.com/eap-login

Username: ecsdistrict@realiving.com **Password:** [ecsd_employee](#)



**ECASD
Human Resources**

ECASD Human Resources Department

In the moments that matter the most, Human Resources is a steady partner for our employees. When workplace injuries occur, our HR team provides dedicated support to guide employees through the steps of the workers' compensation process with compassion, care, and clarity. We're here to make a difficult situation more manageable, so our employees can focus on what matters most - their health and peace of mind.

Main Phone Number: 715-852-3050

Email: AskHumanResources@ecasd.us



ECASD Payroll & Benefits Department

The Payroll & Benefits department plays a vital role in supporting employees' financial stability and well-being. Whether navigating short-term disability or managing health benefit needs, the Payroll & Benefits department simplifies complex processes so employees can better understand and maximize their benefits.

Main Phone Number: 715-852-3028

Email: AskPayroll@ecasd.us



Insurance Company of the West (ICW) Group

As of July 1, 2026, ICW Group is ECASD's worker's compensation carrier. If you sought care at an in-person clinic, Human Resources would provide you with your claim handler's contact information. For general inquiries, you may contact their customer service at **1-800-877-1111**.



MD Direct

MD Direct provides employees with immediate access to board-certified orthopedic care over the phone. When an employee calls Real Living/Trifecta to report a work-related injury, they are referred to MD Direct for treatment and medical guidance related to bone or muscle injuries.

Call **844-912-4072** to speak with a specialist.