

POLICY: 406

## EMPLOYEES INJURY ON THE JOB

Employees of the District, including volunteers, are protected in the workplace with a worker compensation program for work-related injury or illness. Employees shall adhere to the written procedures for participation in the program.

When an employee becomes seriously injured on the job, the employee's supervisor or designee shall attempt to notify a member of the family, or an individual of close relationship. Each employee shall maintain up-to-date emergency information on file in his/her building's office.

Any work-related injury (or illness) shall be reported by the employee to their immediate supervisor within twenty-four (24) hours of the occurrence. This report shall be completed by the employee through the OnCall Nurse 24-Hour Work Injury Nurse Hotline at (844) 322-4668, even if the injury is minor and does not appear to require medical attention by a physician or at a hospital facility. If the injured/ill employee should later decide to seek medical treatment, he/she shall notify the worker's compensation coordinator or designee, who will schedule a medical appointment. It shall be the responsibility of the employee to cooperate with any investigation into the occurrence.

An injured employee's care will be managed by the designated worker's compensation physician/emergency qualified medical personnel. When the district's designated worker's compensation physician is not available, an injured employee shall be referred to the care of a qualified emergency physician, through the injury nurse hotline. Unless the injury is deemed work related, the school district is not responsible for medical treatment of an injured employee.

If appropriate, an employee may administer emergency or minor first aid.

Adopted: 04/10/08  
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