

## WORKERS COMPENSATION PROCEDURES

### **If an injury is severe or critical:**

- Call 911 or send the employee directly to the closest emergency room

### ***EMPLOYEE NEEDS TO BE INFORMED THAT THEY ARE NOT ALLOWED TO GO TO THEIR OWN DOCTOR FOR WORK RELATED INJURIES!***

If an employee becomes injured during working hours and does not require emergency care they should seek medical attention with any of the school nurses.

- The nurse will evaluate their injury and complete an injury report.
  - If the employee needs to be seen by a doctor the school nurse will place a call to QualCare who in turn will direct them to a medical facility.
  - If after completing the injury report and the employee chooses not to contact QualCare the employee needs to be informed that they have **10 days** from date of injury to report the incident to QualCare.
- The school nurse will provide the employee with a QualCare Card and a JordanReses Prescription Card which must be used for all prescriptions that the workers compensation doctor prescribes.
- A copy of the injury report needs to be sent to Karen Booth (Toby) Business Office.

### ***DO NOT GO TO YOUR OWN DOCTOR FOR WORK RELATED INJURIES***

Should an injury occur when there are no nurses on duty you need to call QualCare at 800-425-3222 and they will direct you to an Urgent Care Center for treatment. **Note:** Between 6:00 p.m. and 8:00 a.m. there is a nurse on call – if you are asked to leave your name and number she will return your call to assist you.

**Please note:** All doctor appointments, physical therapy and any tests **MUST** be scheduled on the employees own time either before or after work hours. The only exception is when a special test is needed and can only be performed during specific times of the day.

Once an employee is seen by a worker's compensation doctor they will be given a **WORK DETERMINATION STATUS FORM.**

- This form **MUST** be turned in to the general office on the next business day before reporting to work.
- The principal will determine your work status and advise the employee of their job duties based on any modifications and/or restrictions. Employees are not to make their own decisions regarding modified/light duty.
- After any additional medical appointments, employee **MUST** continue to submit a work status report until their return to work without restrictions has been determined.

***Each school nurse must inform their substitute nurses of the workers compensation procedures.***