

GLENDALE ELEMENTARY SCHOOL DISTRICT NO. 40 PROCEDURES FOR EMPLOYEE INJURY/INCIDENT REPORTING

EMERGENCY TREATMENT

In the event of an emergency, dial 911 for medical assistance!

*If you are injured on the job between {6:00 p.m. and 7:00 a.m.} and need immediate medical attention, you will need to go to the closest medical emergency facility. Once emergency medical treatment has been received, you will need to report your injury to your supervisor/administrator and contact the **Risk Management at (623) 237-7181.***

- 1) If you are injured on the job, you will immediately report the injury/incident to your supervisor/administrator (or person in-charge) and go to the school nurse.
- 2) Your school nurse/supervisor will provide you with the “GESD NO. 40 - EMPLOYEE INJURY/INCIDENT REPORT” and you will complete Section 1 of the form. Your supervisor/administrator and/or school nurse will complete the other sections.
- 3) If you need medical treatment, they will complete the authorization for examination or treatment. You will take the authorization form with you to the medical provider (MBi) for your work-related injury.
- 4) If medical treatment is not needed at the time of injury, they will forward the “GESD NO. 40 - EMPLOYEE INJURY/INCIDENT REPORT” to Risk Management. Note: *If medical treatment is needed or obtained at a later date, you will notify your supervisor/administrator and contact Risk Management at (623) 237-7181.*
- 5) If your supervisor/administrator is unavailable at the time of your injury, you will report your injury to the nurse or person-in-charge. Immediately following medical treatment, you will notify your supervisor/administrator of the injury/incident and contact Risk Management at (623) 237-7181. Your supervisor/administrator and/or nurse will complete the “GESD NO. 40 - EMPLOYEE INJURY/INCIDENT REPORT” form and submit it to Risk Management.
- 6) If you are released back to your **regular work** with no restrictions, you must show your medical release to your supervisor/administrator, prior to performing any of your job duties. Within 24 hours after the appointment, you are required to provide the work status report/medical documentation **in-person** (if medically able) to Risk Management. *If your appointment is on a Saturday or Sunday, you will need to bring in the work status report/medical documentation the following Monday or the next workday prior to returning to work.*
- 7) If the physician places you on a “no-work” status, you must provide the work status report/medical documentation **in-person** (if medically able) within 24 hours and after each appointment with the treating physician to Risk Management. *If your appointment is on a Saturday or Sunday, you will need to submit the work status report/medical documentation the following Monday or the next workday.* You must also notify your supervisor/administrator of your “no-work” status. Weekly, you will report your progress to your supervisor and to Risk Management (623) 237-7181.
- 8) If the physician releases you to **restricted, modified or light-duty work**, you must *immediately notify and present the work status report/medical documentation in-person* (if medically able) to Risk Management *prior to performing any job duties.* *Restricted, modified or light-duty work must be approved and offered by Risk Management prior to your returning to work.* You must not place yourself or coworkers at risk by performing duties that you have not yet been released to perform. Risk Management will notify your supervisor/administrator of your work status.
- 9) When your treating physician gives you a **full, medical release** back to your regular work from a “no-work”, restricted, modified or light-duty status, you must immediately contact Risk Management at (623) 237-7181. **A change in your work status will affect your benefits.** You will need to immediately notify and provide the medical release **in-person** (if medically able) to Risk Management, before you will be allowed to return to your regular, assigned job duties/position.
- 10) When Risk Management receives documentation of your **full, medical release** they will contact your supervisor/administrator and notify him/her of the effective date of the medical release and approve you to return to your regular, assigned job duties/position.

If you have any questions, please contact the

Risk Management (623) 237-7181

District Offices are located at 7301 N. 58th Avenue Glendale, AZ 85301