**Accident Reports/Workers’ Compensation**

Any employee sustaining an injury as part of fulfilling a job responsibility should immediately report the accident or injury to their immediate administrator.  The employee must call the Nurse Care Line and complete the “*First Report of Injury Report” and the “Information and Privacy Statement”*.  **The Nurse Care Line is 1-844-847-8708.** **The *First Report of Injury*  Form and *Information and Privacy Statement*  must be completed and filed with the Business Manager’s Administrative Assistant in the Business Office within 24 hours.**These forms are found on the district website at [www.isd917.k12.mn.us](http://www.isd917.k12.mn.us), under For 917 Staff, District Forms, Worker’s Compensation Process and Forms.

Employees who need medical treatment should seek treatment at a facility of their choice.  Take and give clinic the “Worker Compensation Address” information for billing purpose. Call 911 in an emergency. The employee must return a “workability report” filled out by the attending physician to their administrator and the business office as soon as possible.

**Employee Work Related Injury Procedures**

* + Know and follow all safety policies and procedures
  + Report **all** work related injuries immediately to your supervisor - within 24 hours
    - Reports may be made via e-mail, voicemail or in person
  + Call the Nurse Care Line at 1-844-847-8708 for any incident.
  + Return signed *Information and Privacy Statement* to your supervisor within 24 hours from the date received from your supervisor
  + If medical attention is necessary, inform your treating doctor that recovery at work opportunities are available to accommodate your physical abilities
  + At the time of clinic visit, have the doctor complete the required *Workability Report* and return to your supervisor
    - The district provided form can be used or the form can be a clinic form (it should include the clinic name, address and phone number)
  + Provide the clinic with *Workers Compensation Insurance Provider Information* for billing purposes
  + Provide the Workability Report to your Supervisor same day or within 24 hours of receipt
  + If restrictions are imposed in the *Workability Report*, report to work on the next scheduled shift.  Follow your doctor’s orders and restrictions at home and at work.
  + Visit the doctor at the conclusion of restrictions to assure release.