

Employee Injury Reports

The law requires that CISD's Worker's Compensation Insurance Carrier receive notification of an employee on-the-job injury that results in an employee's absence from work for more than one day. Failure to comply with this law could jeopardize the employee's eligibility for benefits and result in a fine for the school district. Since the absence from work may not always immediately follow the injury, any incident resulting in actual or possible bodily injury to an employee must be reported to the Assistant Superintendent of Business and Operations. The Assistant Superintendent of Business and Operations will notify the Workers' Compensation Insurance Carrier when necessary.

An employee with an on-the-job injury that requires or desires medical attention has the right to go to the doctor of his or her choosing but the provider must accept Worker's Compensation claims. BSA Urgent Care Clinic at 4510 Bell St. and Concentra Medical Clinic at 1619 S. Kentucky in Amarillo both accept Worker's Comp claims. Family Medicine Center in Canyon and in Amarillo DO NOT accept Worker's Comp claims.

- Administer first aid if necessary and document in the Health Room Log.
- Inform employee that they may go to any medical facility if they require or desire medical care but the provider must accept and be willing to process Worker's Comp claims.
- Assist the Principal as needed with completing the Employer's First Report of Injury or Illness promptly when an employee injury is reported. Items number 1-29 on the form must be filled in. If the information is not applicable, mark the box NA (example: time missed from work). The remaining boxes may be filled in or left blank (see form).
- The report can be completed by the injured employee, the employee's principal or supervisor or the campus school health service personnel.
- Keep one copy of the First Report of Injury on campus and send the original to the Assistant Superintendent of Business and Operations.
- Inform employee that they must notify the office of the Assistant Superintendent of Business and Operations if they seek medical attention and or miss work due to the injury.
- Assist the Assistant Superintendent of Business and Operations with necessary follow-up.
- Contact the Assistant Superintendent of Business and Operations in situations where there is uncertainty about whether something should be reported or with other questions about employee injuries.

Accidents and Injuries Involving Visitors

Any accident in or on CISD facilities involving a visitor (anyone who is not a student or an employee) should be reported promptly to the Assistant Superintendent of Business and Operations. Regardless of the circumstances, any subsequent phone calls or other requests for information pertaining to the district's responsibility or regarding the district's insurance need to be referred to the Assistant Superintendent of Business and Operations.

- Render appropriate assistance and see that the victim is immediately cared for if necessary by trained professionals.
- Report the accident to the Assistant Superintendent of Business and Operations.
- Refer any questions or requests for information regarding the accident to the Assistant Superintendent of Business and Operations.