

**HISD
Injury Incident Checklist**

Action Steps: (per staff handbook)

- 1 The teacher will direct a paraprofessional or student to contact the administrator/designee and stay with the injured or sick individual.
- 2 The building secretary will contact the student's parents or emergency contact person.
- 3 First aid will be administered as appropriate.
- 4 An ambulance will be called if needed. In this event, call the Administrative Office to notify them of this action.
- 5 The teacher and/or paraprofessionals who witnessed the accident must complete an accident report form, which is available from the building secretary, business office, or website.
- 6 Employees should contact the supervisor prior to seeking medical treatment. In the event of an emergency, contact may be made after the fact.

*****Huron Medical Center and Scheurer Healthcare Network are the HISD's primary clinics for worker's compensation related injuries. Once seen by Huron Medical Center or Scheurer Healthcare Network, referrals can be made to other facilities once approved by worker's compensation claim manager.***

Injured Employee

Follow these steps to process a worker's compensation claim on an injured Employee:

- Step 1 Complete the HISD Employee Injury Report - Form 2B**
(obtain from building secretary, business office, school nurse, or HISD website: General Information/HISD Employee Resources)
- Important - Fill in ALL blanks**
- Step 2 Send/Fax copy of completed form to Business Office and Supervisor immediately after the situation has stabilized.**
If injured person is seeking medical treatment, send copy of completed form to Huron Medical Center or Scheurer Healthcare Network along with a prescription card and authorization to treat form. Be sure to fill in the claimant's name and member ID on the prescription card. (Member ID = Social Security # & DOL (date of loss) Prescription cards can be obtained from the building secretary, business office, or school nurse.

Frequently asked questions -

What if injured person determines a need for medical attention hours or days later?

An accident report should always be completed for an injury even if immediate medical attention is not needed. Therefore, if it is determined later that medical attention is needed, contact your immediate supervisor for approval. The Supervisor should then contact the business office immediately to notify them of medical treatment.

Do I need to use sick days for time off due to a worker's compensation claim?

If you are on worker's compensation for 7 consecutive days only, then yes you must use your sick days in order to be paid. If it is determined that days 8 through 13 are worker's compensation days, then your first 7 days will be sick leave days and days 8-13 will be paid for by worker's compensation. If day 14 is considered workers compensation, then worker's compensation will retro pay back to day 1 and your sick leave days will be returned to you through payroll deduction. You must also check your union contract for any additional pay due to you for the difference between the worker's compensation payroll and the normal district payroll. The first seven days need to be consecutive (including weekends).

What if my personal belongings get damaged, such as eye glasses, earrings, clothing?

Always complete the worker's compensation injury report - Form 2B, if personal belongings are damaged. If it does not qualify for a worker's compensation reimbursement, check your union contract for specific language on reimbursement.

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Injured Student/Visitor

Follow these steps to process a claim on an injured Student or Visitor:

- Step 1 Complete the HISD Student/Visitor Injury Report - Form 2C**
(obtain from building secretary, business office, school nurse, or HISD website: General Information/HISD Employee Resources)

Important - Fill in ALL blanks

- Step 2 Send/Fax copy of completed form to Business Office and Supervisor immediately**
If injured person is seeking medical treatment, send copy of completed form to Huron Medical Center.

Frequently asked questions -

What if injured person determines a need for medical attention hours or days later?

An accident report should always be completed for an injury even if immediate medical attention is not needed. Therefore, if it is determined later that medical attention is needed, contact your immediate supervisor for approval. The Supervisor should then contact the business office immediately to notify them of medical treatment.

If a student or visitor is covered under an insurance policy, does that insurance get billed?

Yes, if a student or visitor is covered under an insurance policy, their insurance is billed first. Only after the student or visitor insurance has been billed will the remaining, uninsured portion, be billed to our property casualty plan. Any unpaid invoice must be turned in to the business office in order for us to process.

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Injured PESG substitute:

Follow these steps to process a worker's compensation claim on an injured PESG substitute:

Note - PESG substitutes are not HISD employees, they are covered under PESG's worker's compensation policy.

Step 1 Complete the PESG Injury Report and PESG Authorization for Treatment Form
(obtain from building secretary, business office, school nurse, or HISD website: General Information/HISD Employee Resources)

Important - Fill in ALL blanks

Step 2 Send/Fax copy of completed forms to Business Office, Supervisor and PESG
If injured person is seeking medical treatment, send copy of completed PESG Injury Report and Authorization for Treatment Form to Huron Medical Center.

Frequently asked questions -

What if injured person determines a need for medical attention hours or days later?

An accident report should always be completed for an injury even if immediate medical attention is not needed. Therefore, if it is determined later that medical attention is needed, contact PESG for approval.

What if my personal belongings get damaged, such as eye glasses, earrings, clothing?

Complete PESG Injury Report and contact PESG for guidance.