What to do in the event of a Work-Related Injury or Illness

In the event of an accident or injury on the job, the following procedures must be followed:

1. Report the incident to the Nurse immediately. If there is no nurse available, the building principal, administrator, or supervisor must be notified.

2. The school nurse will, together with you, determine if further medical treatment should be sought.

3. If medical treatment is necessary, you will be sent to the district’s panel physician; if urgent care is required, you will be taken to the hospital.

4. An accident report must be completed immediately (within 24 hours.) Other pertinent forms must be completed promptly. These forms will be given to the employee by the nurse (or supervisor) as is determined.

5. Lost time and/or further treatment must be reported to the building nurse, your supervisor, and to Joan Michaud (ext. 5879) immediately.

6. An interview will be conducted by your supervisor to assist the district in its efforts to reduce, if not eliminate, work related injuries/illnesses.

Failure to comply with the above directions may result in the denial of a claim.

City of Burlington Board of Education