



## Campus/Department Instructions for Workers' Compensation Injuries

### Accidents on Duty

*When an employee (full or part-time) has an accident and is injured in any manner while on duty, the employee must immediately report the accident/incident to his/her supervisor. The supervisor will report the accident/incident to the school secretary or designated person to file the accident report.*

*Any principal, supervisor, secretary, nurse or manager who has knowledge of an incident or injury on the job must ensure their school secretary or designated person completes the First Report of Injury regardless of whether the employee complies.*

*In the event of a medical emergency, the supervisor should direct the employee to the nearest emergency facility for treatment.*

### Procedures

*The following procedures must be followed when a work accident or injury occurs or is reported:*

### Supervisors Responsibilities

#### 1. Report the Injury

When you receive notice that an employee has been injured on the job, have them fill out the Employee Packet.

- All employees **must** fill out the "[WC Employee Packet](#)" or "[WC Employee Packet-Spanish](#)" even if treatment is not sought.
- Submit the First Report of Injury online "[How to File a FROI Online.](#)" **within 24 hours.**
- Email a copy of the packet to the Benefits Supervisor, Letty Arredondo at [leticia.arredondo@gccisd.net](mailto:leticia.arredondo@gccisd.net).

#### 2. Medical Treatment

- For emergencies, employees may go to the nearest emergency room.
- For non-emergencies, employees may be seen at the [GCCISD Employee Wellness Clinic](#). If seeking treatment after hours, they must choose a treating physician from the Alliance Provider Network listed at [www.pswca.org](http://www.pswca.org).
- If the employee is seeking medical treatment, provide the completed Verification of Employment Form and Helios Medical First Fill Form and give to the employee. This will allow the employee to seek treatment and fill a prescription (these are found in the WC Employee Packet).

#### 3. Restrictions

- If the employee is released to return to work with restrictions after seeking medical treatment, we will work collaboratively be determined if accommodations can be made. Please forward any doctors notes to the WC Specialist that you receive from the employee.

#### 4. Lost Time

- In the event an employee is unable to return to work due to an injury, their absences will need to be coded according to their Elect Leave Form selection.