

Policy Title: **Injury at Work**

Policy #408.6

If an employee is injured at work, school personnel may administer minor or emergency first aid. If necessary, a member of the employee's family shall be notified or the employee shall be transported to a medical facility. Each employee shall maintain an up-to-date confidential emergency medical form on file in the building office.

If possible, the employee, or a person on behalf of the employee, shall file an accident report with the district within 24 hours of the occurrence. It shall be the responsibility of the employee to cooperate with any investigation into the occurrence.

Date of Adoption: 5/03

Reviewed: 9/22/08; 4/22/13; 11/23/15