

PERSONNEL 4234

Injury

All injuries involving Board of Education employees occurring on school property or school authorized activities will be reported to the Benefits Specialist at the Central Office on the prescribed form, giving details of the injury.

Adopted: March 25, 1974

Revised: March 12, 2012

Administrative Guidelines:

All Board of Education employees are covered by Workmen's Compensation. In the event of an injury, it is the responsibility of the employee where possible to:

- 1) Report to school nurse for evaluation of injury.
- 2) Complete necessary forms available in school office.
- 3) Forward completed forms to the Benefits Specialist within twenty-four hours of the accident.
- 4) If the employee is incapacitated to such a degree as to make the above impossible, it will be the responsibility of the immediate supervisor to accomplish steps 1-3.

Revised: March 12, 2012