

**POLICY TITLE: Employee Injury/Accident Treatment**

**POLICY NO:**

**D413.53**

**Minidoka County Joint School District # 331**

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**Purpose:** The purpose of this policy is to provide appropriate care to and direction for employee injuries on the job and provide guidelines on modified duty for work related and non-work related injuries. [All employees and volunteers of the District are covered by Workers' Compensation benefits pursuant to, and in accordance with, the terms of the District's Worker's Compensation insurance policy.](#) It is the policy of Minidoka County School District that when an employee is injured on-the-job (including blood-borne pathogen injuries) that the employee will seek immediate medical care, report the injury to his/her supervisor, and complete the appropriate forms.

**Staff covered by this policy:** This policy applies to all employees of Minidoka Joint School District #331.

**Reporting and treatment of an on-the-job injury:**

1. [The injured employee shall immediately obtain first aid or emergency medical care as necessary to stabilize their medical condition. This treatment shall, to the extent possible, be in accordance with the requirements of the District's Worker's Compensation insurance Policy \(807.13\). Absent the need for emergency medical care, all school employees who require medical attention in the event of a workplace injury should obtain medical attention at the District's Designated Occupational Health Clinics. The District has the choice of the attending physician for treatment of on-the-job injury and has selected the Minidoka Occupation Health Center as the only approved provider to follow all workers' compensation cases. If the employee believes that treatment is needed and it is not a life-threatening emergency, the employee must go to the Occupational Health Center at Minidoka Memorial Hospital. If the center is closed and the injury is not a life-threatening situation the employee must go to the Minidoka Memorial Hospital Emergency Room. In the event of a catastrophic or life-threatening situation the employee may go to the Minidoka Memorial Hospital Emergency Room or the nearest appropriate emergency medical treatment center.](#)

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2. Employees must report immediately any and all on-the-job injuries to their supervisor or designee, regardless of whether medical attention is sought. Failure to report an injury on the same day of occurrence - or in the case of cumulative trauma, when the employee becomes aware of the symptoms - may result in denial of a claim.

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The supervisor or designee must report the injury to the [District's Human Resource Department](#) at the District Service Center within twenty-four hours regardless of whether professional medical attention or lost time is indicated.

3. The employee shall, if possible, immediately remediate the hazardous condition. If immediate remediation is not possible, the employee shall report the hazardous condition so it can be remediated as soon as possible

~~3-4.~~ The district employee injury/accident form will be completed by the employee at the work site and returned to their work supervisor within twenty-four hours of the injury. The injury form will then be sent to the payroll/benefits specialist at the District Service Center. The employee shall complete the District’s Worker’s Compensation report of injury forms with the District’s Human Resources Department within forty-eight (48) hours of the accident (unless prohibited by the employee’s medical condition, in which case the forms shall be completed as soon as the employee’s medical condition reasonably allows).

~~4-5.~~ On behalf of the employee, the District’s Human Resources Department shall immediately report the injury and claim to the District’s Worker’s Compensation carrier to coordinate income, medical, and other benefits available to the employee under Idaho’s Worker’s Compensation Law.

~~5-6.~~ In the event the employee is unable to work, the District shall allow the employee to take available sick leave benefits until the date that Worker’s Compensation income benefits are made available to the employee under the District’s Worker’s Compensation ~~insurance Policy~~ Policy (807.13).

District’s Human Resources Department shall notify the immediate supervisor of the report and shall consult with the immediate supervisor when in-completing any and all reporting as the required reports.

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An employee who is injured in an industrial accident may be eligible for Workers’ Compensation benefits.

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Upon receipt of a report of an accident, the District shall ~~conduct~~ receipt of a report of an accident, the District shall ~~investigate~~ as it deems appropriate ~~conduct~~ an investigation to determine:

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- 1. Whether continuing hazardous conditions exist that require remediation, and
- 2. Whether the employee’s work environment caused or contributed to the reported accident.

~~6.~~ If treatment is sought, the supervisor must complete an Employer Authorization for Treatment form prior to or at the time treatment is sought.

~~7.~~ The District has the choice of the attending physician for treatment of on the job injury and has selected the Minidoka Occupation Health Center as the only approved provider to follow all workers’ compensation cases. If the employee believes that treatment is needed and it is not a life-threatening emergency, the employee must go to the Occupational Health Center at Minidoka Memorial Hospital. If the center is closed and the injury is not a life-threatening situation the employee must go to the Minidoka Memorial Hospital Emergency Room. In the event of a catastrophic or life-threatening situation the employee may go to the Minidoka Memorial Hospital Emergency Room or the nearest appropriate emergency medical treatment center.

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The District's Human Resources Department shall notify the immediate supervisor of the report and shall consult with the immediate supervisor when ~~in completing any and all reporting as the required reports.~~

Upon receipt of a report of an accident, the District shall conduct ~~receipt of a report of an accident, the District shall investigate~~ as it deems appropriate ~~conduct~~ an investigation to determine:

1. Whether continuing hazardous conditions exist that require remediation ~~and~~
2. Whether the employee's work environment caused or contributed to the reported accident

The employee is required to cooperate with the District's Worker's Compensation insurance carrier to coordinate and effectuate appropriate medical treatment and to secure other available Worker's Compensation benefits, including but not limited to income benefits.

An employee may **not** be entitled to Worker's Compensation benefits if she/he:

1. Does not seek medical treatment for an injury that results in lost time, or
2. Seeks treatment from a source other than the Minidoka Occupational Health Center, or if appropriate, from the Minidoka Memorial Hospital Emergency Room.

Before leaving the treatment location, employees must obtain and provide to their supervisor, a physician's statement regarding the employee's return-to-work status.

In cases where an employee is exposed to another person's tissue, blood, or fluid, the employee should contact Minidoka Occupation Health regarding the procedure to follow.

- 1a. The employee is required to take (in person) one copy of the Occupational Injury-Illness Report form and the Employer Authorization for Treatment form to Minidoka Occupational Health Center (or Minidoka Memorial Hospital if the center is closed) within two hours of exposure.
- 2b. If a sample of the source of contamination can be obtained, the employee should take it to Minidoka Occupational Health (or Minidoka Memorial Hospital if the center is closed) for testing.
- 3e. The supervisor is to send a copy of the Occupational Injury-Illness Report form to the superintendent or his/her designee.

7.—If the injury is a result of a student or other employee, the student/other employee will be notified of the event.

8.—The resident/patient care plan will be revised to reflect interventions taken to prevent another injury to staff.

9.—All employees' lost time as a result of on-the-job injury must be reported to the District's Business office-Human Resources office at the District Service Center.

10.—Failure to comply with this policy may result in a denial of coverage.

11.—Employees maintain the right to seek their own medical treatment for work-related injuries, but employees are cautioned that such treatment is considered outside of the

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District’s approved providers’ group and these claims will not be covered. Employees are solely responsible for all costs if they choose to seek treatment other than through the Minidoka Occupational Health Center.

**Work-related Injuries:**

12.—A modified duty program will be designed specifically for employees who are injured while working for the School District. The district level supervisor will consult with the payroll/benefits specialist to design the modified duty program. The program is intended for a short term (under eight weeks) transition period until an employee can return to regular duties. In extreme cases, the School District Workers’ Compensation and Risk Management Team (the district level supervisor and the payroll/benefits specialist) may revisit the term of this transition period. In all cases, a review will be made at or near the four-week period to determine whether or not modified duty should be prolonged. An employee who has been released by the physician to modified duty and declines to work, may not use sick bank time.

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**Non Work-related Injuries:**

13.—Modified Duty will not be provided to employees who have non work-related injuries. Reasonable accommodations will be made, as necessary, according to the Americans with Disabilities Act.



**LEGAL REFERENCE:** [I.C. §72-101, et seq.](#) [Workers’ Compensation Act](#)

**ADOPTED:** February 22, 2005

**AMENDED/REVISED:** February 21, 2006; December 19, 2011