WESD Procedures for Employee Incident/Injury Reporting

* Employees must report their injury within 24 hours to their supervisor, or on Monday if the injury occurred over the weekend.
* If an employee has, a mild injury that does not require medical treatment the injured employee is to report the injury to his or her supervisor and then report to the health technician or supervisor, if there is no health technician available, to complete an Incident Report Form.
* If an employee has an injury that requires non-emergency medical treatment, the injured employee needs to notify his or her supervisor and then report the injury to the health technician or supervisor if there is no health technician available. At that time, the injured worker and the health technician will call the Alliances nurse triage hotline to report the claim. The triage nurse will inform the injured worker of what steps to take for treatment.
* In the event of an emergency, that requires immediate, medical attention, please call 911 or report to the nearest emergency room for treatment. After treatment, please follow up with your supervisor.
* After treatment, the employee is to notify their supervisor and Human Resources of their medical work status within 24 hours of treatment or on Monday if the injury or appointment occurs over the weekend.
* If their treating physician places employee onto modified duty or a no work status, Human Resources will notify employee of next steps to be taken.
* If claim is denied, the responsibility of medical cost associated with denied claims falls on the employee, with the exception of an exposure claim.
* Workers’ Compensation is **not an approved leave** with the District. If the employee has any follow up medical appointments and/or physical therapy, the employee needs to make those appointments before or after his or her assigned work schedule. If the employee is unable to schedule these appointments around his or her work schedule, the employee will need to use his or her own leave time to cover the absence.
* Please contact Gwen Kane in Human Resources at 602-347-2691 or at [gwen.kane@wesdschools.org](mailto:gwen.kane@wesdschools.org) with any questions concerning procedures for reporting an incident/injury.