

EMPLOYEES

Series 400

Policy Title Employee Injury on the Job

Code No. 403.02

When an employee becomes seriously injured on the job, the employee's supervisor will attempt to notify a member of the family, or an individual of close relationship, as soon as the employee's supervisor becomes aware of the injury.

If possible, an employee may administer emergency or minor first aid. An injured employee will be turned over to the care of the employee's family or qualified medical employees as quickly as possible. The school district is not responsible for medical treatment of an injured employee.

It is the responsibility of the employee injured on the job to inform the superintendent within twenty-four hours of the occurrence. It is the responsibility of the employee's immediate supervisor to file an accident report within twenty-four hours after the employee reported the injury.

It is the responsibility of the board secretary to file worker's comp claims.

Legal Reference:

Iowa Code §§ 85; 279.40; 613.17

Cross Reference:

403.00 Employees' Health and Well-Being

409.02 Licensed Employee Personal Illness Leave

414.02 Classified Employee Personal Illness Leave

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