

Accident Reporting Procedures

Wickliffe City Schools



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INTRODUCTION

The following procedures are applicable to all accidents. It is very important for you to follow the instructions below to ensure your medical claims and return to work are processed smoothly. If you have any questions about reporting an accident, medical care, or next steps, please do not hesitate to call the District Central Office at 440-943-7773.

WHAT TO DO IF YOU ARE IN AN ACCIDENT

Your health is the first priority! Please do not hesitate to seek professional care for a medical emergency.

A medical emergency is when you need immediate medical services that are necessary to alleviate severe pain, or an acute injury that could lead to a serious physical disability, mental disability or death.

IMMEDIATELY submit an Employee Accident/Exposure Incident Report.

To submit an employee incident report, go to the district website (www.wickliffeschools.org), put your mouse cursor on Staff and choose PublicSchoolWORKS. On the My Safety Portal, choose Staff Accident Management and then click on Submit Accident Report. Enter all information requested and follow the steps to submit your report.

If you need help, ask your supervisor or call the District Central Office at 440-943-7773. If the injured employee is unable to submit the accident report, another employee can complete the report with the assistance of the affected employee.

MEDICAL CARE OPTIONS

When obtaining medical care, remember you **MUST TELL THE PHYSICIAN** it is due to a work-related injury.

First Visit

The first visit to any medical provider, whether an emergency or non-emergency, is covered for a work-related injury considered compensable by the Bureau of Workers' Compensation.

All Other Visits

After the first visit, if you obtain medical care for a work-related injury from a medical provider other than those noted below, workers' compensation insurance may not cover the costs and you may have to pay for the services. We encourage injured employees to go to Willowick Urgent Care, 29804 Lakeshore Blvd., Willowick, OH 44095, (440) 585-3322, which is convenient to you and specializes in work-related injuries, treatment and follow-up, including proper reporting, transitional work, physical therapy, and other occupational services.

1. Willowick Urgent Care
2. Emergency Room
3. BWC Certified Physician (To get the name of a BWC Certified Physician, call 1-800-OHIOBWC. If you are unsure who is a BWC Certified Physician, it is recommended you go to an Emergency Room or Urgent Care facility.)

IF EXPOSED TO ANOTHER PERSON'S BODILY FLUIDS (BLOODBORNE PATHOGENS)

If you are exposed to the body fluids of another person, the following documents must be given to the medical provider.

Item	Where to Obtain
1. A copy of the district Bloodborne Pathogens Exposure Control Plan (this includes additional information regarding procedures associated with an exposure)	Safety Document Library within PSW
2. A copy of the OSHA Bloodborne Pathogens regulations (29 CFR 1910.1030)	Safety Document Library within PSW
3. A copy of the completed Employee Accident/Exposure Report	Accident Management System within PSW
4. Results of the source individual's blood testing (if available)	From the other individual or medical provider
5. All medical records applicable to treatment of the employee, including vaccination status	From medical provider