Your safety and the safety of others is the #1 goal of Gloucester County Public Schools—in fact, it is a foundational part of Gloucester County Public Schools’ mission, vision, values, and goals. It is our duty and responsibility to provide for, and contribute to, a safe learning and working environment. Be diligent; be careful; be proactive—exercise good common sense at all times—please do your part to help prevent accidents within the Gloucester County Public Schools professional learning community—especially with slips, trips, and falls.

Sometimes, however, accidents do happen. You might slip. You might trip. You might fall. You might get injured in a different manner. What do you do if you think you are injured? What do you do if you know you have been injured? The answer is the same—call Company Nurse! Company Nurse is a third-party vendor we utilize for generating the first report of injury; Company Nurse is part of our workers’ compensation program. Please notify your supervisor as well.

Even if the designated person for your school or department is not available to assist you (at the schools it is generally a school nurse or administrative professional in the office; in other departments it is generally the attendance/timekeeper person), please make the call yourself. We will also ask you to sign and date an “Approved Panel of Physicians & Medical Release Form” which lists the primary and specialist physicians that are on our approved panel for workers’ compensation matters.

Where do I send the medical paperwork that is associated with this workplace injury?"

All medical, billing, and return to work (RTW) paperwork needs to be forwarded to the attention of Craig Smith in Employee Services & Communications. Please fax (or have the physician fax) the paperwork to 804-693-4526. Please keep your supervisor informed about your return to work status.

If you have any questions about worker’s compensation, injury reporting, or COMPANY NURSE, please call me directly at 804-693-7927 (office) or 804-694-7633 (cell). For more information/resources regarding worker’s compensation, please visit this web page: http://gets.gc.k12.va.us/Departments/EmployeeServicesCommunications/tabid/16531/Default.aspx. Have a safe and enjoyable school year!!!