

## INJURY REPORTING / COMPANY NURSE / WHAT TO DO IF YOU'RE INJURED / WC

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!!!**