

Directions to report an Employee Injury on School Property

When an employee is hurt – the situation needs to be assessed at that time of the accident. Even if the employee states they are fine and does not want to seek Medical Treatment, the first two forms **are required**. Staff can refuse Medical Treatment, but they cannot refuse to complete the Injury Report. (Sometimes, months later they may have a medical problem arise that might be related to the original accident and we need to have the original incident on file for review). Please make sure to scan all forms and email to mmorales@lakeviewspartans.org. Put **Injury Report** and **Supervisor's Report of Accident** originals in school mail to the HR Department.

- 1) Injury Report** – At the time of the accident, please have the injured worker complete an “Injury Report” unless the time delay would jeopardize their medical situation.
- 2) Supervisor's Report of Accident** – Every time an employee is hurt, there should be a “Supervisor's Report of Accident” completed. If the immediate supervisor is not available in the building, this form can be completed by whoever is taking their place or someone in the Main Office. This form is required to assess the incident, location and action taken.
- 3) CCMSI Authority to treat form** – If an employee needs medical attention, this form **MUST** be completed prior to them seeking such medical treatment. Please send original with employee for the Doctor to complete.
 - **Emergency Treatment** – Send to Bronson Battle Creek Emergency Department, located at 300 North Ave, Battle Creek, MI 49017 (269) 245-8000
 - **Urgent Treatment** – but not life threatening – Send to Bronson Urgent Care, located at 5352 Beckley Rd, Battle Creek, MI 49015 (269) 979-6888
 - **Non-Emergency or Urgent Treatment** – Send to Bronson Pro-Health/Occupational Health, located at 265 Fremont St, Battle Creek, MI 49017 (269) 245-8166. Non-emergency services can only be sought by appointment. Please call (269) 245-8166 for an appointment. They will refer you to another physician if needed.

All forms can be found on the Shared File, in Google Docs or on the Lakeview School District Website

Shared file → Staff Resources → Injury Report

Google Drive → Worker's Comp Shared File

Lakeview District Website → Departments → Human Resources → Workers' Compensation

Questions or problems:

please contact Mary Anne Morales - ext #2411 or Angela Belson - ext #2412