

COFFEE COUNTY SCHOOLS
EMPLOYEE INJURY PROCEDURES

*****Please follow these procedures when any employee is injured*****

1. The employee must notify his/her supervisor immediately when an injury occurs. The supervisor must provide the Employee Injury Paperwork to the employee in a timely manner.
2. If the injury is an emergency and the employee needs to seek immediate medical attention, please contact Melisa Westmoreland so the employee can get to the appropriate doctor. ***If this is a life threatening emergency, please call 911 and get the employee to the ER and then notify Melisa Westmoreland.***
3. All employees that require medical attention **MUST** choose a doctor from the provided list. If an employee chooses to go to a different doctor, they cannot file the injury under our insurance.
4. All employees that require medical treatment will be required to take a drug test at the doctor's office. This is another reason why they **MUST** choose a doctor from our list.
5. If an employee is injured on the job they will be paid for the remainder of that day. Any other days that the employee misses that are not required off by a doctor the employee must use her/her sick days. This includes all doctor appointments.

Concerning the Employee Injury Paperwork:

1. Have the employee, supervisor, and any witnesses fill out their designated forms. Please have all witnesses fill out a form.
2. Employees **MUST** sign and date the Physician Form. If the employee does not want to see a doctor, please have them write on the form "No Doctor Needed".
*****If a doctor is needed, an appointment will be scheduled for the employee by Melisa Westmoreland at the Central Office.*****
3. Give the 2nd copy of the Physician Form to the employee.
4. **Please make sure ALL forms are signed, dated, and returned to the Central Office within 24 hours of the injury.**
5. You may send the forms via fax or email to: 931-723-8285 or **westmorelandm@k12coffee.net**

If you have ANY questions regarding these procedures, please do not hesitate to email or call me at: **westmorelandm@k12coffee.net** or 931-222-1202.