

WORKER'S COMPENSATION

STEPS TO FOLLOW WHEN A WORK RELATED INJURY OCCURS

In a MEDICAL EMERGENCY:

- Employee is to proceed immediately to the nearest emergency facility or health care provider qualified to provide emergency medical treatment. Visit www.kemi.com to find an approved health care provider.
- Employee is required to notify his/her supervisor within 24 hours of the injury.
- The supervisor will direct the employee to contact Lori Thompson at 497-8760 ext. 230 for further instructions.

In a NON-EMERGENCY:

- Employee is to notify his/her supervisor immediately of the injury.
- The supervisor will print the First Report of injury and Employee's Incident Report/Incident Investigation Report from the district website.
- The supervisor will have the employee contact Lori Thompson at 497-8760 ext. 230 or lori.thompson@montgomery.kyschools.us
- The approved medical provider listing can be found at www.kemi.com (find health care and/or emergency care listing by county or city).

- The **EMPLOYEE** has the responsibility to complete and sign:
 - **Employee's Incident Report**

This form must be returned to Lori Thompson at Central Office no later than 24 hours after the injury or illness.

- The employee must decide whether to seek medical attention. This should not be determined by another school employee.

- The **SUPERVISOR** will need to complete and sign:
 - **First Report of Injury or Illness form**
 - **Incident Investigation Report**

These forms must be returned to Lori Thompson at Central Office no later than 24 hours after the injury or illness.

These forms must be returned to the Supervisor or Lori Thompson.