

SOUTH HADLEY PUBLIC SCHOOLS

Staff Accident / On-the-Job Injury Procedures

Any Employee injured while on the job (which can include field trips and athletic events off-site), must comply with the following procedures:

1. If injury occurs during the school day when the nurse is on duty, report to the nurse.
 - Nurse will help determine what, if any, medical treatment is needed and what reports must be filed.
2. If injury occurs during the evening, weekend, or vacation periods when the nurse is not on duty, report to the office if it is open. If not open, employee will seek immediate medical treatment as needed at the Work Connection (see notice below) and report such injury and treatment to the nurse (or office if nurse is not on duty) immediately the next workday.
3. Complete the appropriate staff accident report forms. These are available from the nurse, your building supervisor or in the school office.
4. Report to the Work Connection at Holyoke Hospital for evaluation and/or treatment.
 - The Work Connection is located in the Holyoke Hospital (575 Beech Street, Holyoke, MA; Phone (413) 534-2546). It is most easily reached by entering at the set of lights on Beech Street (Hospital Campus); follow the road to the back of the hospital building where you will see a green canopy (Work Connection); use the upper parking lot.

Notice: Failure to report to the Work Connection could result in denial of a Worker's Compensation claim and all related medical expenses.

- Employees electing not to report at the Work Connection must sign a waiver form (Staff Accident Form #5).

If you have any questions regarding work injuries, you may contact the school nurse or the School Department's Business Administrator (538-5057 x 100).