

GENERAL PERSONNEL INJURY ON THE JOB

When an employee becomes injured on the job, the immediate supervisor shall notify the person to contact in case of an emergency, as designated by the employee, as soon as the immediate supervisor becomes aware of the injury.

The school district is not responsible for medical treatment of an injured employee. If possible, school personnel shall administer emergency or minor first aid. An injured school employee shall be turned over to the care of the employee's designated contact person or qualified medical personnel as quickly as possible.

It shall be the responsibility of the employee injured on the job to inform the immediate supervisor within twenty-four hours of the occurrence. It shall be the responsibility of the immediate supervisor to file an accident report with the central office within twenty-four hours after the employee reported the injury. The director of business affairs will forward the report to the insurance company.

It shall be the responsibility of the employee to file any claims, such as workers' compensation, through the director of business affairs.

Legal Reference: Iowa Code §85, 613.17 (2015).  
1972 Op. Att'y Gen. 177.

Cross Reference: 403 General Personnel Health and Well-Being  
406.2 Licensed Personnel Group Insurance Benefits  
409.1 Licensed Personnel Illness/Disability Leave  
412 Support Personnel Group Insurance Benefits

Approved: October 22, 1990  
Reviewed: May 11, 2015  
Revised: