

## EMPLOYEE INJURY ON THE JOB

When an employee becomes seriously injured on the job, the building principal shall notify a member of the family, or an individual of close relationship, as soon as the building principal becomes aware of the injury.

If possible, an employee may administer emergency or minor first aid. In the case of illness, an employee shall be turned over to the care of the employee's family or qualified medical employees as soon as reasonably possible. The school district is not responsible for medical treatment of non-work-related injury or illness.

If medical treatment is necessary, for work-related injury or illness, the employee will be directed to the District's designated medical provider. For a serious injury or illness (or any treatment that should not wait until the next day) seek treatment at the Jefferson County Health Center or the nearest emergency medical facility.

All employees who experience a work-related injury will, along with their supervisor, call the EMC "On Call Nurse" 24-hour phone line. The nurse will give directions for further care as well as file the initial employees' Work Injury Report.

Legal Reference: Iowa Code §§ 85; 279.40; 613.17 (2013).  
1972 Op. Att'y Gen. 177.

Cross Reference: 403 Employees' Health and Well-Being  
409.2 Licensed Employee Personal Illness Leave  
414.2 Classified Employee Personal Illness Leave

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