



Staff Injury Procedures

Bodily Injury:

Contact MedExpress at 541-228-3111

(MedExpress is available 24 hours a day and will come to the classroom)

- Classroom teacher or injured employee fills out Employee Incident Report over the telephone with program supervisor or Carol Skondin (541-461-8251)
- If student involved, injured employee also fills out Student Incident Report
- If seen by a doctor, then an 801 Form (workers' compensation claim form) must be obtained from Human Resources (541-461-8202)
- A doctor's note is required before returning to work in the classroom

Exposure:

Contact Cascade Health Solutions at 541-228-3100 as soon as possible

(Exposure defined as a bite where skin is broken, spit in the eye, or other bodily fluid contact with mucus membranes)

- Classroom teacher or employee fills out Employee Incident Report over the telephone with program supervisor or Carol Skondin (541-461-8251)
- Employee also fills out Student Incident Report
- HEP booster within 48 hours (Cascade Health Solutions will advise)