

Accident Reporting Procedures

Lane ESD



Smarter Solutions. Safer Schools.

INTRODUCTION

The following procedures are applicable to all accidents. It is very important for you to follow the instructions below to ensure your medical claims and return to work are processed smoothly. If you have any questions about reporting an accident, medical care, or next steps, please do not hesitate to contact Human Resources at 451 461 8202 or via email hr@lesd.k12.or.us.

WHAT TO DO IF YOU ARE IN AN ACCIDENT

Your health is the first priority! Please do not hesitate to seek professional care for a medical emergency.

A medical emergency is when you need immediate medical services that are necessary to alleviate severe pain, or an acute injury that could lead to a serious physical disability, mental disability or death.

IMMEDIATELY submit an Employee Accident/Exposure Incident Report.

To submit an employee incident report, go to the district website (www.lesd.k12.or.us), and select the "For LESD Staff" tab. On the For LESD Staff page, go to the Staff Toolbox and click on the Accident Reporting button, located next to the PublicSchoolWORKS button. On the next page click on Begin Accident Report. Enter all information requested and follow the steps to submit your report.

If you need help, ask your supervisor or call Human Resources. If the injured employee is unable to submit the accident report, another employee can complete the report with the assistance of the affected employee.

TREATMENT OPTIONS

First Aid

If your injury is not serious: Administer first aid. If you are unsure as to whether medical treatment is needed you can call **MedExpress 541-228-3111**. This is a service that will come to your work location to provide treatment from trained EMT's or Paramedics related to your specific injury. If medical care is required, MedExpress can transport you to your physician and back to the work site.

Medical

When obtaining medical care, remember you **MUST TELL THE PHYSICIAN** it is due to a work-related injury.

If the injury is life-threatening call 911.

If the injury is serious, but not life threatening, go to the nearest urgent care clinic, emergency room, or your medical provider. Employees may also go to Lane ESD's Occupational Health provider, Cascade Health Solutions, 541-228-3095.

IF EXPOSED TO ANOTHER PERSON'S BODILY FLUIDS (BLOODBORNE PATHOGENS)

If you are exposed to the body fluids of another person, the following documents must be given to the medical provider. For bloodborne pathogen exposures employees are generally referred to Lane ESD Occupational Health provider, Cascade Health Solutions, 541-228-3095.

Item		Where to Obtain
1.	A copy of the district Bloodborne Pathogens Exposure Control Plan (this includes additional information regarding procedures associated with an exposure)	*Safety Document Library within PSW
2.	A copy of the OSHA Bloodborne Pathogens regulations (29 CFR 1910.1030)	*Safety Document Library within PSW
3.	A copy of the completed Employee Accident/Exposure Report	Accident Management System within PSW
4.	Results of the source individual's blood testing (if available)	From the other individual or medical provider
5.	All medical records applicable to treatment of the employee, including vaccination status	From medical provider

*On file with Cascade Health Solutions