

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 541-461-8202 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 accident report, go to the district website (www.lesd.k12.or.us), and select the "Staff" icon in the upper right of the page. In the left hand navigation bar, scroll down and click on "Report an Accident" and then select "PublicSchoolWorks Reporting Form". Enter all information requested and follow the steps to submit your report. Note that student names (and medical information) are **not** to be included in accident reports.

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 as a witness, or on behalf of the affected employee, with the assistance from 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 EMTs or Paramedics related to your specific injury. If medical care is required, MedExpress can transport you to urgent care and back to the work site.

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 the injury is life-threatening, call 911.

Medical

When obtaining medical care, remember you **MUST TELL THE PHYSICIAN** it is a work-related injury and that Lane ESD is your employer.

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

If you are exposed to the body fluids of another person, wash and/or flush the exposed area with water following first aid procedures. If there is blood in the fluid or a worsening of symptoms, contact Lane ESD's Occupational Health provider, Cascade Health Solutions, at 541-228-3095 within 24 hours. Resources related to Bloodborne Pathogens Exposure are listed below.

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