

## BHMSD Employee Accident Reporting Procedures

If an employee is injured during his/her work day, he/she should report the injury immediately to one of the building administrators. If there is a question as to whether the employee might need medical attention, the individual should see the school nurse. The nurse may advise the employee on the extent of the injury, but **it is the employee's sole responsibility to determine if they in fact need to seek medical treatment.**

The nurse should then work with the employee to fill out the **online employee injury report.**

The report must be completed ***immediately***. Reports completed 24 hours after time of incident may be denied by the district's insurance carrier.

If it is determined by the employee that medical attention is needed, please contact the Central Office for authorization. Employee's seeking medical treatment will report to Bluffton Regional - Redimed located at 1980 North Main Street. If possible given the severity of the incident, the injured employee will need to obtain a "**Service Authorization Form**" from the Central Office prior to seeking medical treatment. In cases where this is impractical, the Central Office will ensure the "**Service Authorization Form**" is transmitted to the medical provider.

Upon completing the **online employee injury report**, the building administrator or his/her designee will submit the report to the district's insurance carrier.

Copies of all medical forms, notes, billing, etc. given to the injured party from the medical provider must be given to the Central Office within 24 hours of the medical appointment.

Following each incident, the building principal or his/her designee along with the injured employee, and witnesses will cooperatively complete the **BHMSD EMPLOYEE POST-INCIDENT INVESTIGATION REPORT.**

Adams-Wells employees are covered by the Adams-Wells Special Services and should be referred to their office after completing the **BHMSD EMPLOYEE INCIDENT REPORT.**

Contact information for the Adams-Wells Special Services Cooperative is as follows:

102 West Main Street  
Berne, Indiana 46711  
Phone: 260-824-5880  
Fax: 260-824-8654  
Director: Abi West

Please direct any and all questions to:

Mrs. Julie Meitzler  
Assistant Superintendent  
Bluffton-Harrison MSD  
805 East Harrison Street  
Bluffton, In 46714  
260.824.2620 x1002