

# **Tapestry Public Charter School Policy Manual**

## **Accident or Injury in the Workplace Policy**

Adopted: 7/15/2019

The Tapestry Public Charter School Board adopts the following policy, effective on the date of adoption by the Board.

<b>Sections:</b>	<b>I.</b>	<b>Purpose</b>
	<b>II.</b>	<b>Policy</b>
	<b>A.</b>	<b>Immediate Procedure</b>
	<b>B.</b>	<b>Additional Medical Treatment</b>
	<b>C.</b>	<b>Incident Report</b>

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### **I. Purpose**

This policy describes the workplace violence policy at Tapestry Public Charter School (TPCS).

### **II. Policy**

#### **A. Immediate Procedure**

1. All employee injuries that occur on Tapestry Public Charter School (TPCS) premises should immediately be reported to the principal, assistant principal or office manager. Upon observation or notification of an employee injury, administration should take action to assess the level of medical emergency. In the case of minor or non-life-threatening injuries, the school nurse will provide first aid or medical treatment as available.
2. In the case of major or life-threatening emergencies, immediately call 911 and request emergency medical assistance

#### **B. Additional Medical Treatment**

1. Should the employee need additional medical treatment, they will be directed to select one of the Workers' Compensation medical providers listed on the Official Notice of Georgia Workers' Compensation Law, which is posted in the teachers' lounge.
2. A Workers' Compensation claim representative will be assigned to provide the injured employee with further instructions regarding their medical care.

#### **C. Incident Report**

1. Once the employee's injuries have been addressed, the Principal, Vice-Principal or Office Manager, in conjunction with the employee, will complete an Incident Report detailing the following:
  - a. The employee involved
  - b. Others present
  - c. The date, time, location, and description of the accident
2. The Incident Report will be forwarded to the office manager, who will then initiate a claim with TPCS's Workers' Compensation carrier.

## Tapestry Public Charter School

### Incident Report

Name: \_\_\_\_\_ Date: \_\_\_\_\_

What happened? \_\_\_\_\_

Where did this happen? \_\_\_\_\_

When did this happen? \_\_\_\_\_

Who was involved? \_\_\_\_\_

### Details of the incident:

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