| **Policy 403.02: Employee Injury on the Job** | **Status:** ADOPTED |
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| **Original Adopted Date:** 01/17/2024 **| Revised Date:** 01/17/2024 **| Reviewed Date:** 01/17/2024 |  |

When a Tri-County employee becomes seriously injured on the job, the employee’s supervisor will attempt to notify a member of the family, or an individual of close relationship, as soon as the employee’s supervisor becomes aware of the injury.  
  
If possible, an employee may administer emergency or minor first aid.  An injured employee will be turned over to the care of the employee's family or qualified medical employees as quickly as possible.  The school district is not responsible for medical treatment of an injured employee.  
  
It is the responsibility of the employee injured on the job to inform the superintendent within twenty-four hours of the occurrence.  It is the responsibility of the employee's immediate supervisor to file an accident report within twenty-four hours after the employee reported the injury.  
  
It is the responsibility of the board secretary to file worker’s comp claims.

| Legal Reference: | Iowa Code §§ 85; 279.40; 613.17. |
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| **I.C. Iowa Code** | **Description** |
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| Iowa Code § 279.40 | [Directors - Powers and Duties-Sick Leave](https://www.legis.iowa.gov/docs/code/279.40.pdf) |
| Iowa Code § 613.17 | [Emergency Assistance in an Accident](https://www.legis.iowa.gov/docs/code/613.17.pdf) |
| Iowa Code § 85 | [Workers Comp](https://www.legis.iowa.gov/docs/code/85.pdf) |

**Cross References**

| **Code** | **Description** |
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| 409.02 | [Employee Leaves of Absence](https://simbli.eboardsolutions.com/Policy/ViewPolicy.aspx?S=36031104&revid=OXY30ITes4LWWsuBifZutg==) |