



Waverly-Shell Rock Community School District

1415 4th Avenue SW
Waverly, IA 50677
(319) 352-5665

ATTENTION ALL EMPLOYEES

EFFECTIVE: IMMEDIATELY

Workplace Injury Procedure

EMC OnCall Nurse Phone
844-322-4668

If you are injured at work, you must immediately complete the following steps:

- 1. Emergency Care:** In case of a serious, life-threatening injury or illness, call 911 or seek immediate treatment at the nearest emergency facility.
- 2. Report Your Work-Injury:** Immediately report your work-injury to your supervisor, building secretary, or nurse (if available).
- 3. Phone EMC OnCall Nurse at 844-322-4668 (24 hours/7 days a week):** You and your supervisor, secretary, or nurse (if available) should call EMC OnCall Nurse. You will discuss the extent of your injury with a registered nurse and be guided to the appropriate level of care.
- 4. Follow EMC OnCall Nurse's Instructions:** When care is needed, the registered nurse will provide treatment recommendations and/or *designated medical facilities for work-injury treatment.

PLEASE NOTE

Waverly-Shell Rock CSD has identified designated medical facilities for treatment of work-related injuries/illnesses. Please proceed with treatment as instructed by the OnCall Nurse. The nurse will provide the designated medical facilities, if needed, during the call.

If you choose to be treated by any other medical facility and/or physician, you may not qualify for any *workers' compensation benefits* and you may be responsible for all medical costs related to this incident. *This is in accordance with your state's workers' compensation statute.*

If you have questions regarding this procedure, please contact Abby Meester at (319) 352-5665 or by email at abby.meester@wsr.k12.ia.us.

EMC OnCall Nurse Injury Flowchart

