

## LAFAYETTE PARISH SCHOOL SYSTEM

### EMPLOYEE ACCIDENT AND EXPOSURE REPORTING PROCEDURES

The following procedures are applicable to all accidents, injuries and blood exposure incidents. Adherence to these instructions will facilitate your care and return to work. If you have any questions, call the Insurance Department at (337) 521-7065.

#### **Step 1: Your health is the first priority! Don't hesitate to seek professional care for a medical emergency.**

*A medical emergency is defined as a) medical services required for the immediate diagnosis or treatment of a medical condition that if not immediately diagnosed or treated could lead to a serious physical or mental disability or death or b) medical services that are immediately necessary to alleviate severe pain.*

#### **Step 2: IMMEDIATELY submit an Employee Accident/Exposure Incident Report.**

To submit an employee incident report, go to the district website ([www.lpssonline.com](http://www.lpssonline.com)), go to the Quick Links drop down, and choose "Health and Safety." Click on Report an Employee Accident and then click on Submit Accident Report. Enter all information requested and follow the steps to submit your report.

For assistance, contact your immediate supervisor or the school nurse. For further assistance, call the Insurance Department at (337) 521-7065. The report should be completed by the injured/affected employee's supervisor or the supervisor's designee.

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### OPTIONS FOR MEDICAL CARE

*When obtaining medical care, the employee MUST TELL THE PHYSICIAN it is a work-related injury.*

#### **FIRST VISIT**

*Employees are encouraged to go to Prime Occupational Medicine Clinic which is convenient to our employees and specializes in work-related injuries, treatment and follow-up, including proper reporting, transitional work, physical therapy, and other occupational services. **Prime is located at 1025 Kaliste Saloom Road, Suite 100, Lafayette, LA 70508.** The telephone number is 337-235-7561. The fax number is 337-237-8666.*

*The first visit to any medical provider, whether an emergency or non-emergency, is covered for a work-related injury considered compensable by the Bureau of Workers' Compensation.*

#### **ALL OTHER VISITS**

*After the first visit, if an employee obtains medical care for a work-related injury from a medical provider other than those noted below, workers' compensation insurance may not cover the costs and the employee may have to pay for the services.*

1. Prime Occupational Medicine Clinic
2. Emergency Room
3. Urgent Care facility

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### ADDITIONAL REQUIREMENTS FOR BLOOD EXPOSURES

If you are exposed to the body fluids of another person, the following documents must be given to the medical provider. Item 1 is available to the employee from the district website at [www.lpssonline.com/safety](http://www.lpssonline.com/safety). Item 2 is available to the employee after submitting an online Employee Accident/Exposure Incident Report. Items 3 & 4 are provided by others.

1. A copy of the district bloodborne pathogens exposure control plan.
2. A copy of the completed Employee Accident/Exposure Report.
3. Results of the source individual's blood testing (if available).
4. All medical records applicable to treatment of the employee, including vaccination status.

For additional information regarding the procedures associated with an exposure to the body fluids of another person, the employee should read the district's procedures for handling bodily fluids available at [www.lpssonline.com/safety](http://www.lpssonline.com/safety).