

Asheboro City Schools

Workplace Accident Reporting Procedure for Employees Including Bloodborne Pathogen Exposure

1. All work-related injuries shall be reported to the principal, the emergency designee (in case of the principal's absence), or immediate supervisor (Central Office employees).
2. The principal/emergency designee/supervisor and employee will determine whether or not the injury requires the attention of a medical professional.
3. If the injury requires the attention of a medical professional, the principal/emergency designee/supervisor shall call Debora Ritter to inform her of the injury and that medical attention is necessary. The principal/emergency designee/supervisor will be advised to send the employee to the Central Office as soon as the day ends, to complete the appropriate paperwork and receive further instructions.

NOTE: Worker's Compensation procedures require the use of a physician designated by Asheboro City Schools.

4. If the injury does not require the attention of a medical professional, the principal/emergency designee/supervisor shall ensure that the injury is recorded on the school's first-aid log.

NOTE: The first-aid log is the only documentation to be completed at the school level.

5. If an employee wishes to seek medical attention on a day that school is not in session (weekend or holiday), he/she shall contact Debora Ritter or Dr. Tim Allgood for authorization.

Debora Ritter: 910.464.6196 (h)

Dr. Allgood: 336.629.6360 (h)
336.460.7675 (c)

6. Any violation of these procedures may result in denial of a Worker's Compensation claim.