

**CRANFORD PUBLIC SCHOOLS
CRANFORD, NEW JERSEY**

ADMINISTRATIVE REGULATION

INSURANCE/WORKERS' COMPENSATION

The health and welfare of all employees in the Cranford Public School is of primary concern. Accordingly, the district endeavors to maintain a safe work environment. However, in those instances when a work-related injury occurs, the following procedure is required to be carried out to ensure compliance with all applicable laws, including but not limited to N.J.S.A. 34:15-1 et seq.

- Injured employee notifies school nurse and supervisor.
- Injured employee will call the managed care organization and report the injury regardless of the time of day, (seven days a week, twenty-four hour a day)
- In case of life threatening emergency, the employee should go to, or may be referred to (nearest hospital) and then call the managed care organization as soon as medically appropriate.
- The managed care organization will initiate the first treatment step by directing the injured employee to the appropriate provider.
- Injured employee will complete the employees's portion of the School Related Accident Investigation form and will have the form completed by the supervisor.
- School Related Accident Investigation form will be sent to the Board Office within 24 hours of the occurrence or sooner as time permits.
- Board Office will receive a medical report and advise Chief School Administrator.
- Employees missing work will be chard Personal Illness until such time as the Third Party Administrator determines compensability; whereupon lost days will be credited.

- The managed care organization, in consultation with the district, determine alternate/transitional duty positions/activities when appropriate.

Employees are advised not to go to their private physician or health care provider. The managed care organization must first approve all medical care. If services are rendered without the approval of the managed care organization, the employee may be responsible for paying the bill and jeopardize worker's compensation benefits.

This Regulation placed in effect:
August 1, 1997
Revised October 6, 1997
Emalene F. Renna, Ed.D.
Chief School Administrator