

# WORK RELATED INJURY PROCEDURE INFORMATION

## PLATTE COUNTY SCHOOL DISTRICT

If you become injured on the job it is the employee's responsibility to follow the procedures listed below for all work related injuries. No matter what that injury is, regardless if medical treatment is needed or not, notify your supervisor immediately. Complete an accident/incident form immediately. In the event of a serious accident or injury, seek immediate medical attention **first**. This form will be sent to Connie Wuebben, HR Department at [riskmanagement@platteco.k12.mo.us](mailto:riskmanagement@platteco.k12.mo.us)

- If it is a life threatening emergency, call 911 immediately from any campus phone.

The closest emergency room is:


St. Luke's Northland  
5830 NW Barry Rd  
Kansas City, MO 64154  
(816) 891-6000

- If the injury requires medical attention, but is not an emergency, you must go to:

Caduceus  
2025 Swift Street  
Kansas City, MO 64116  
**M-F 8:00am-5:00pm**  
(816) 221-0058

Note: If the employee is unable to drive, the supervisor or supervisor's designee should accompany the injured worker to an authorized medical provider for initial treatment.

### Employee Responsibilities

- Tell your supervisor immediately. You must report any injury to your supervisor before the end of your shift, no matter how trivial the injury may seem. You will need to tell them when and where the injury occurred, what happened, and if anyone witnessed the injury.
- Complete the necessary forms. Once you report your injury to your supervisor, they will prepare an [Accident/Incident Form](#)  and email this form to Connie Wuebben, [riskmanagement@platteco.k12.mo.us](mailto:riskmanagement@platteco.k12.mo.us) within 24 hours of knowledge of the injury.
- The employee must provide a written release to return to work from the treating physician before they return to work. Forward copies of these documents to Connie Wuebben, HR Department.
- The employee must sign a return to work statement understanding they are on modified duty, if applicable.
- Under no circumstance are you to seek medical treatment for a work related injury from your personal physician. All care must be done through our work comp clinic, not your personal physician. If further treatment is needed, the workman compensation doctor will make the necessary arrangements.

**If you choose to have treatment from your personal doctor, there is a possibility that your claim will not be paid from work comp and it may or may not be denied by your personal health insurance.**

### Supervisor Responsibilities

- If the injury is life threatening call 911.
- If medical attention is needed for any reason, the administrator will need to call the HR Department to make us aware of the injury. The HR Department will contact Caduceus and give prior authorization for the employee to be seen for non-life threatening injuries.
- Ensure that the employee released to modified work is working within their job restrictions.
- Maintain contact with the employee on a weekly basis.

