

Reporting a Workplace Injury or Illness

The Millbrae Elementary School District uses Company Nurse for all workplace injuries or illnesses. Company Nurse is a telephone triage hotline for all employees, 24 hours per day, 7 days a week.

INSTRUCTIONS

WHO

If injury is emergent or life-threatening, please call 911 or seek immediate medical attention and then immediately contact Angela Smith at (650) 697-5693 ext. 012

STEP 1

CALL COMPANY NURSE

1-877-518-6710, SEARCH CODE: SMCS02

Company Nurse will provide either self-treatment or recommend medical attention. If medical attention is recommended, Company Nurse will advise of available healthcare clinic information. If medical attention is recommended by Company Nurse, please contact Angela Smith immediately to make an appointment to complete worker's compensation paperwork **prior to making** a medical appointment.

STEP 2

Inform your immediate supervisor. Injured worker must complete the OCCUPATIONAL ACCIDENT REPORT. Form is available on **Informed K12**

Please note: Contacting Company Nurse does not immediately initiate an official Worker's Compensation claim. This service is intended to provide employees with immediate medical advice and instruction.



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