



**OFFICE OF THE SUPERINTENDENT
LONG BRANCH PUBLIC SCHOOLS
540 Broadway, Long Branch, New Jersey 07740**

MICHAEL SALVATORE Ph. D.
Superintendent of Schools
(732) 571-2868, Ext 40010
Fax: (732) 229-0797

“Where Children Matter Most”

JANETLYNN DUDICK
Assistant Superintendent
for Pupil and Personnel Services
(732) 571-2868, Ext. 40030

TO: All Building Principals/Academy Administrators/Directors/School Nurses

RE: Procedures for reporting work-related injuries
New Jersey School Boards Association Insurance Group (NJSBAIG)
Workers' Compensation Carrier

In the event of an accident or injury occurring during the workday, an Incident Report is to be **IMMEDIATELY COMPLETED BY THE SCHOOL NURSE, SIGNED OFF BY THE BUILDING PRINCIPAL/ACADEMY ADMINISTRATOR**, and submitted to the Personnel Department within 48 hours of the accident/injury.

The following procedures are to be followed in the event of an accident or injury:

EMERGENCY

In case of an emergency, the school nurse will direct the injured employee to go directly to an emergency room for treatment and follow-up with QualCare by telephone as soon as practical.

If an employee suffers fatal injuries or there is an in-patient hospitalization of three or more workers, it is necessary for the District Head Nurse to directly report the matter to the Department of Labor both orally and by fax within 8 hours of the occurrence. The hotline number is 1-800-624-1644, fax hotline 609-292-3749. Please note that (NJBAIG) cannot perform this function for the District. Also note, that there are substantial penalties for violations of these mandatory requirements.

NON-EMERGENCY

If an employee is injured and requires a non-emergency medical treatment, the school nurse will place a call to **QUALCARE** at 1-800-425-3222. The School Nurse together with the injured employee will speak to a QualCare representative who will obtain all of the necessary information and coordinate treatment.

No “paper” reporting is required from the District either to the Insurance Co. (NJSBAG) or the Division of Workers' Compensation. NJSBAIG will electronically report the case to the Division of Workers' Compensation for the District. Any attempt to report a claim to the Division of Workers' Compensation on paper will be rejected.

If an employee is injured and requires no treatment, other than first aid provided by the school nurse, it is not necessary to report the matter to QualCare. In these cases, simply keep an internal record of the incident.

Please inform the injured employee that QualCare will contact the Insurance Company (NJBAIG) who will assign an agent to coordinate the claim and administer any workers' compensation benefits. If you have any questions or concerns, please call the Office of Personnel at extension 40037.

Thank you.