

FAIRFIELD PUBLIC SCHOOLS

WORKERS' COMPENSATION PROCEDURES

If you are injured at work:

- ✓ Report the injury to your Supervisor/Principal **IMMEDIATELY**.
- ✓ A First Injury Report **MUST BE COMPLETED** by the Supervisor/Principal **by the end of the school day**. (If treatment is required, a copy of the treatment determination must be attached and it **MUST be noted on the first injury report**).
- ✓ Obtain a **First Fill Prescription Information Sheet** from the Fairfield Schools website for any initial prescriptions orders. This form can be presented to your Pharmacist to fill a first time prescription for your workers' compensation claim. Your pharmacist will fill additional prescriptions after the first claim if all the necessary paperwork has been processed and approved by the Workers' Compensation Carrier.
- ✓ If you are seeking medical attention, please print off a copy of the **Workers' Compensation Information Sheet** from the Fairfield Schools website and call the Insurance Department to obtain the necessary information.
- ✓ If you are going to be out of work due to your injury, a letter from the doctor must to be forwarded to:
 - Human Resources, and
 - The Insurance Department, and
 - Your Supervisor/Principal.

This letter **MUST INCLUDE:**

- Your name, and
 - The date of your injury, and
 - A return to work date, and
 - It **MUST** be returned **prior to your return to work**.
- ✓ Please be sure to obtain a copy of the paperwork determining your treatment for the injury or a copy of the doctor's notes.
 - ✓ An ambulance or the supervisor should transport **EMERGENCIES** to the nearest hospital emergency room.
 - ✓ First injury reports and treatment determinations **MUST** be returned as soon as possible to the Insurance Department.

If you have any questions, please contact the Insurance Department at (203) 255-8381.