

If you are injured at work, you must immediately complete the following steps:

1. **Emergency Care:** In the event of an emergency, seek immediate treatment at the nearest emergency facility. When it is safe to do so, move forward with the following steps.
2. **Report Your Work-Injury:** Immediately report your work-injury to your supervisor.
3. **Phone EMC OnCall Nurse at 1-844-322-4668 (24 hours/7 days a week):** You (and your supervisor, if available) should call EMC OnCall Nurse. Please identify yourself as an employee of the Spooner Area School District. You will then discuss the extent of your injury with a registered nurse and be guided to the appropriate level of care. Make sure to keep track of the reference number generated by your call..
4. **Follow EMC OnCall Nurse's Instructions:** When care is needed, the registered nurse will provide treatment recommendations and/or a preferred medical facility for work-injury treatment. Please proceed with treatment as recommended by the EMC OnCall Nurse. Please make sure to keep any documentation of injury recommendations or work restrictions you receive for your own records.
5. After the call, HR will be informed (through the nurse call line) of the plan of care moving forward, and will work with your supervisor to ensure work restrictions are followed accordingly.

Injuries to be reported:

- Bites
- Scratches
- Slip and fall
- Injuries involving a hit to the head
- All other injuries not listed above

*Even if you are feeling well and don't feel medical treatment is necessary, you still need to call the EMC OnCall Nurse for reporting and potential claim purposes.

Note: You will no longer need to fill out a paper copy of the incident report form as this will be completed electronically by the telehealth nurse.

EMC OnCall Nurse Injury Flowchart

