

**WAYNE COUNTY SCHOOLS**  
**ACCIDENT/INJURY**  
**BASIC INSTRUCTIONS**

1. Both the employee and the supervisor should fill out the Accident/Injury forms immediately and fax to the safety director at 304-272-5519  
**(Note: Immediate medical care takes first priority)**
  
2. Supervisor will call the safety director at 304-939-1162 or 304-272-5116 x357
  
3. If professional medical attention is required the injured employee should take the remainder of the forms with them and give it to the treating physician
  
4. The treating physician will fill out the Physician's Report and will either give a copy back to the injured employee or will fax it to the safety director. The injured employee will give the report to their supervisor, if given a copy
  
5. It is the responsibility of the injured employee will follow all the physician's restrictions

**Please see Detailed Procedures in additional forms provided on the  
Wayne County Board of Education's website**