

**Tracy A. Youngberg, EdD.**

Superintendent

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**Every student, every day, in  
every classroom!**

Office of Human Resources

**Stephanie Garrett**

Director of Human Resources

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To: Windham Public School Employees & Substitutes

FR: Stephanie Garrett, Director of Human Resources

RE: What To Do If You Are Injured on the Job

On the reverse side of this memo are the Windham Public School Procedures for employee to follow if they are injured on the job. Please review these procedures and save them along with other employment related documents. It is our sincere hope that no one sustains an injury on the job, however, accidents do happen. Everyone should know the procedures to follow in order to ensure proper treatment.

The designed initial care provider for Windham Public School employees who are injured on the job is the **Med-East Medical Walk-In Center**, an affiliate of Windham Hospital. Employees must present an "Employer Authorization Form for Examination or Treatment" when they go to Med-East for treatment. The form states that the injury is being reported to PMA, our workers' compensation third party claims administrator; it should be presented to the receptionist upon arrival at Med-East. The form is completed at the school by the nurse (or in her absence, the building administrator), when an employee reports his/her injury. The school will also call Med-East to let them know you are on your way if the injury requires immediate attention. Med-East will make every effort to see employees within one half hour of arrival. Depending on the type and extent of the injury, the school nurse may advise you to seek medical attention at the Emergency Room at Windham Hospital for initial treatment rather than Med-East. **DO NOT GO TO YOUR FAMILY DOCTOR/**

**PLEASE SEND ALL MEDICAL NOTES TO HUMAN RESOURCES FOR SUBMISSION TO PMA.**

Med-East Locations:

Med-East Medical Walk-In Center  
Center  
1703 West Main Street  
195)  
Willimantic, CT 06226  
06084  
860-456-1252  
5452

Med-East Medical Walk-In  
200 Mellow Road (Route  
Tolland, CT  
860-871-

Med-East Hours:

Monday – Friday: 8:00 a.m. – 7:00 p.m.  
p.m.

Saturday & Sunday: 10:00 a.m. – 3:00

It is the responsibility of all employees to report any and all unsafe conditions to their supervisor immediately in order to prevent accidents from occurring. If you notice a hazard or unsafe act or condition. Please report it to your supervisor or the Building Administrator immediately! **REMEMBER, SAFETY IS EVERYONE'S BUSINESS!**

Thanks, and stay safe!