

# WORK-RELATED INJURY PACKET

- Promptly report any injury to your Supervisor or Principal
- Evaluate the need for immediate and/or emergency treatment
  - Complete a South Dakota Employer's First Report of Injury form and an Employee's Report of Injury form.
  - Send both forms to the Human Resources Office.
  - These forms will be sent to the District's Workers' Compensation carrier.
  - You will receive a call from Claims Associates regarding your injury.
  - You may receive a call or e-mail from the HR Director regarding your injury, if there are additional questions.
  
- SUGGESTIONS FOR MEDICAL CARE:
  - Your personal physician
  
  - AVERA ST. LUKE'S BUSINESS HEALTH CLINIC (ER location)  
(simple strains and sprains, lacerations, repetitive motion injuries, back pain - unless paralysis is involved)  
305 State Street S. (East Entrance)  
Aberdeen, SD 57401  
(605)622-5858  
Monday-Friday 8:00am-5:00pm
  
  - SANFORD HEALTH OCCUPATIONAL MEDICINE  
(simple strains and sprains, lacerations, repetitive motion injuries, back pain - unless paralysis is involved)  
3015 3 Ave SE  
Aberdeen, SD 57401  
(605)725-1770  
Monday-Friday 8:00am-5:00pm
  
  - AVERA ST. LUKE'S EMERGENCY ROOM  
(injuries that involve chest pain, blood and body fluid exposure, open fracture of a limb, broken bone, eye injury)  
305 State Street S. (East Entrance)  
Aberdeen, SD 57401  
(605)622-5100
  
  - SANFORD EMERGENCY ROOM  
(injuries that involve chest pain, blood and body fluid exposure, open fracture of a limb, broken bone, eye injury)  
2905 3 Ave SE  
Aberdeen, SD 57401  
(605)626-4200

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*PLEASE NOTE: SD WORKERS' COMPENSATION LAW STATES THAT EMPLOYEES HAVE THE RIGHT TO MAKE THE INITIAL SELECTION OF A MEDICAL PROVIDER. ANY REFERRAL TO ANOTHER MEDICAL PROVIDER MUST BE PRE-APPROVED.*

- *If the injury is a Blood or Body Fluid Exposure, follow the District's Policy GBGA-R for procedures to exposure. Copies of this policy are available online at [www.aberdeen.k12.sd.us](http://www.aberdeen.k12.sd.us).*
- *A Supervisor or another employee should accompany you, whenever possible, to the Clinic or Emergency Room or other arrangements should be made. Supervisors should notify Human Resources as soon as possible of an employee needing treatment.*
- *Ask for a Return to Work (RTW) form or note from the doctor. A copy should be sent or faxed to the Human Resources Office (725-7199) and a copy given to your supervisor. Be sure to inform and discuss with your supervisor any limitations or restrictions your medical provider may have given you. If you are not able to return to work, contact your supervisor and the HR Office as soon as possible.*
- *Every attempt will be made to provide transitional modified duty assignments to employees who have sustained a work-related injury which prevents them from performing the full range of their regular duties. We believe that modified duty tasks facilitate the transition back to full duty work.*
- *Please communicate regularly with your supervisor and the Human Resources Office regarding your injury. Your assistance is vital to this process.*