

Employee Injury Requirements

In a life-threatening emergency call 911, and then contact Beverley Waite 214-496-601 or 214-929-1553, Mr. Hunts office 214-496-8002 and/or Sid Grant 214- 496-6024.

Steps to take when an employee is injured while on your campus or in the scope of performing their job duties. These steps are for non-life threatening emergencies.

- Employee is to report the injury to a campus administrator, supervisor, district administrator and campus/department secretary right after injury occurred. The secretary is to report the injury to the administrator, if not already notified. If an employee does not notify administration about the injury but you are aware, the same guidelines **MUST** be followed. An employee does not have a “choice” of whether they want to report an injury or not.
- Nurse assessment (If available, nurse should triage the injury to help determine if further medical care is necessary)
- ALL workers’ comp injuries do not require medical assistance. If the employee needs medical assistance, or has a non-life threatening emergency, we recommend they go to the following:

Legacy ER & Urgent Care
300 S Denton Tap Rd
Coppell, TX 75019
469-312-7777

- An employee may go to any doctor or facility of their choice as long as it is in the Alliance Network of doctors. <http://pswca.org/find-a-provider.html> or 866-997-7922.
- **The following forms must be filled out.**
 - Coppel ISD Incident Investigation Report (must be signed by the employee and the administrator)
 - Witness Statement Form for Work Related Injuries (if applies)
 - Coppel ISD Form to Elect Leave Benefits with Workers’ Compensation
 - Employee Acknowledgement of the Alliance Direct Contracting Program
- Provide the employee with the Office of Injured Employee Counsel “Notice of Employee Rights and Responsibilities in the Texas Workers’ Comp System”. Optum RX Prescription Form if medical attention is being sought.
- Notify Beverley Waite of the injury @ 214-496-6010 and send all documents to her.
- Any injury occurring on CISD grounds or while an employee is representing CISD, as a part of their job requirements, is covered under workers’ comp. If in doubt, please contact Beverley Waite at 214 -496-6010. Some examples are:
 - Required attendance at CISD sponsored sporting events. CISD field trips of any kind. Training at CISD or any other venue.
 - Voluntary attendance at any CISD sporting event or any other CISD event on property or off is NOT covered by worker’s comp.
- Child nutrition employees, substitutes, and crossing guards are CISD employees and the requirements are the same.