Policy 4.5.2.0 Employee Injury Follow-Up - DRAFT

Purpose: To ensure that the district is properly following up with any employee injury

Policy: In the event an employee of the Fitch-Rona EMS District is injured while on duty, the following should occur:

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 the Officer in Charge.

3. **Phone** **EMC OnCall Nurse at 1-844-322-4668 (24 hours/7 days a week):** Contact EMC OnCall Nurse. Please identify yourself as an employee of Fitch Rona EMS District. You will then discuss the extent of your injury with a registered nurse and be guided to the appropriate level of care. If you are unable to call, inform the Officer in Charge to contact EMC On Call to report the injury.

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.

The following St. Mary's Urgent Care facilities should be used:

SSM Health Urgent Care             SSM Health Urgent Care

752 N. High Point Road 1st floor        1821 S. Stoughton Rd

7 AM-7 PM    Monday-Friday        7 AM-7 PM    Monday-Friday

8 AM-4 PM    Weekends        8 AM-4 PM    Weekends

The Employee may also seek treatment at the emergency room of choice in the event Urgent Care is not open.

If the employee seeks medical treatment, the following forms need to be completed by the treating provider and return to Fitch Rona EMS.

**Transitional Duty Evaluation Form / Letter**: must be completed and signed by the treating provider. The form must be specific about a return-to-work status and any restrictions the employee may have to work as a paramedic. If you are unable to return to work you must notify the Officer In Charge so the shift can be filled.

**Exposure to blood or other body fluids**:  If you are exposed to blood or other body fluid please complete the Determination of Exposure to Blood / Body fluids. Complete as much of the form as directed. The employee should be seen at the hospital the patient was transported to.

Forms can be found in the document section of Vairkko or in the Workers Comp envelope in the ambulance: All forms should be forwarded to the Deputy Chief of Administration