

TRENTON BOARD OF EDUCATION

“Children come first, Los niños son primero”



James Rolle, Jr., Esq.,

Legal Counsel
609-656-4900, ext. 5741 (telephone)
609-393-2439 (facsimile)
jrolle@trenton.k12.nj.us

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TO: District Staff
FROM: James Rolle Jr., Esq., General Counsel
SUBJECT: Procedures for Reporting Accidents

In accordance with Board Policy #8442 – Reporting Accidents, please be reminded of the following procedures: When an employee suffers an injury while at work, the employer is required to notify his/her supervisor. If the employee is injured, the employee should immediately be referred to the school nurse for appropriate medical attention.

If the employee requires medical treatment, the employee needs to file a Worker’s Compensation claim form. Copies of the Qual-lynx Card and JordanReses prescription card should be available from the school nurse and/or the main office. The employee must call Qual-Lynx and report the injury. During this conversation, the intake team will schedule an appointment with the doctor.

Prior to the employee leaving the work location, he/she must also complete the Employee Accident Form and this form must be forwarded to Lucia Archila-Correa in Human Resources Department (lcorrea@trenton.k12.nj.us or 609-656-4900 ex. 5730 or 609-393-2439 - fax). If the employee is incapacitated, the form may be completed by the school nurse or building administrator.

Lastly, please be reminded that all employees who have been injured must report to Human Resources Department to be cleared prior to returning to their work location. No employees are to be permitted to return to work without authorization from Human Resources Department.

If you have any questions or require further clarification, please contact Lucia Archila-Correa, Generalist, Human Resources Department.

Thank you for your continued support and cooperation.