Submit to District Office Within 3 days of accident

SOLVAY UNION FREE SCHOOL DISTRICT
EMPLOYEE ACCIDENT REPORT

EMPLOYEE NAME _____ ☐ MALE ☐ FEMALE

ADDRESS _____CITY/ZIP_____

SOCIAL SECURITY NUMBER_____ DATE OF BIRTH _____

POSITION _____ SCHOOL _____ DATE HIRED _____

DATE OF ACCIDENT _____ TIME OF ACCIDENT _____TIME EMPLOYEE BEGAN WORK _____

TIME LOST FROM WORK (dates, if applicable) _____

DESCRIPTION OF ACCIDENT (what were you doing, what caused the accident): _____

_____

_____

NATURE OF INJURY (part(s) of body affected and how affected): _____

_____

WHAT OBJECT OR SUBSTANCE DIRECTLY HARMED THE EMPLOYEE? _____

WAS MEDICAL CARE PROVIDED? ☐ YES ☐ NO IF YES, WHEN & BY WHOM?_____

_____

WITNESS(ES) _____

TREATED IN AN EMERGENCY ROOM? ☐ YES ☐ NO HOSPITALIZED OVERNIGHT (Inpatient)? ☐ YES ☐ NO

DATE OF FIRST VISIT TO PHYSICIAN/HOSPITAL FOR THIS INJURY (if applicable) _____

PLEASE INFORM Annette Conklin in the District Office if you see a physician after submitting this form.

NAME & ADDRESS OF PHYSICIAN:

_____

_____

_____

NAME & ADDRESS OF HOSPITAL:

_____

_____

_____

DATE RETURNED TO WORK _____

EMPLOYEE'S SIGNATURE _____ DATE _____

SUPERVISOR'S SIGNATURE _____ DATE _____

DATE SUPERVISOR FIRST KNEW OF INJURY _____

IF EMPLOYEE DIED, WHEN DID DEATH OCCUR? _____

PLEASE NOTE: If the above incident is a result of an illness related workers comp claim and **not an accidental injury**, please complete the following:

ILLNESS RELATED WORKERS COMP CASES ONLY: Please sign on the line below if you independently and voluntarily request that your name not be entered on the "Log of Work Related Illnesses." Please note this **does not pertain to accidental injuries**.

_____

Please note: When an employee is injured while on duty and requires medical attention from a physician or hospital, please inform the physician/hospital that our insurance carrier is: NCA Comp, 14 Lafayette Sq., Suite 700, Buffalo, NY 14203, phone 1-888-806-1109.

PLEASE FORWARD ORIGINAL TO THE DISTRICT OFFICE WITHIN 3 DAYS OF INCIDENT TO THE ATTENTION OF Annette Conklin.