

EDUSTAFF SUBSTITUTE
Health Emergency/Accident/Injury

Edustaff Contracted Employee action steps per staff handbook:

1. Upon an Edustaff contracted employee health emergency, accident, or injury, if there are multiple witnesses, one will stay with the injured or sick individual while another contacts an administrator/designee.
2. First aid will be administered as appropriate.
3. An ambulance will be called if needed. In this event, call the administrative office to notify them of this action.
4. Emergency contacts will be notified, as appropriate, by the administrator/designee.
5. The injured Edustaff contracted employee must complete an Edustaff injury report. If the injured Edustaff contracted employee is unable to perform this action, then a witness or administrator may complete the report on their behalf. Forms are available from the building secretary, the finance office, or on the HISD website.
6. Upon a non-emergency situation, Edustaff contracted employees should contact the administrator/designee prior to seeking medical treatment. In the event of an emergency, contact may be made after the fact.
7. The Edustaff contracted employee must submit to the building secretary, who, in return will forward to the Human Resources Specialist, the completed injury report. If medical treatment is necessary for the Edustaff contracted employee, they will receive an authorization to treat form and further directions.
8. Once the situation has stabilized, the Administrator will do an investigation of the incident and document their findings.

Injured Edustaff substitute:

Follow these steps to process a worker's compensation claim on an injured Edustaff substitute:

Step 1: Complete the Edustaff Injury Report and Edustaff Authorization for Treatment Form.

*(Obtain from building secretary, finance office, school nurse, or HISD website: General Information/HISD Employee Resources). **Important – Fill in ALL blanks.***

Step 2: Send/Fax copy of completed forms to Human Resources Specialist and Supervisor of the classroom they are substituting in.

If injured person is seeking medical treatment, give Edustaff employee an authorization for treatment form to take with them to seek medical treatment. (HR Specialist will forward the form to Edustaff.)

Frequently asked questions:

What if injured person determines a need for medical attention hours or days later?

An accident report should always be completed for an injury on the date it happens even if immediate medical attention is not needed. Therefore, if it is determined later that medical attention is needed, contact the HR Specialist for instruction.

What if my personal belongings get damaged, such as eye glasses, earrings, clothing?

Complete Edustaff injury Report and contact Edustaff for guidance at 877-974-6338.