
I. PURPOSE

In order to maintain a safe and healthy work environment, this policy ensures that proper procedure is followed in the event of an accident or an incident concerning an employee of Athlos Academy of Jefferson Parish.

II. POLICY

- A. Any injury at work, regardless of severity, must be reported immediately to the Lead School Administrator or designee, and receive first aid attention.
- B. Athlos Academy of Jefferson Parish shall have a Workers' Compensation insurance policy in place that covers all employees.
 - 1. In order to be compliant with Workers' Compensation regulations, employees must report injuries immediately to the Lead School Administrator.
 - 2. The Lead School Administrator or designee shall provide an incident report and report the incident to the appropriate state administrative office to ensure proper processing.