

# SOUTHWEST HRA HEAD START

**Section:** Administration  
**Subject:** First Report of Injury  
**Revised:** February 27, 2003

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## **POLICY:**

If an employee is injured during working hours, the "First Report of Injury" form must be completed and forwarded to the Assistant Director for Head Start Child Health Services and to the Southwest HRA Fiscal Director within the first 24 hours of injury.

## **PROCEDURE:**

1. All injuries should be immediately reported to the injured employee's immediate supervisor and to the Assistant Director for Child Health Services, or the Head Start Director, if the Assistant Director for Child Health Services is not available.
2. If there is a serious injury, emergency assistance should be called and the employee taken to the nearest clinic or hospital.
3. The supervisor of the injured person will complete the "First Report of Injury" form and submit it to the Assistant Director for Child Health Services and the Southwest HRA Fiscal Director.
4. All forms will be filed by the Assistant Director for Child Health Services and Fiscal Director.
5. The Assistant Director for Child Health Services will submit a copy of the "First Report of Injury" to the Personnel Officer.