

## INCIDENT/ INJURY RESPONSE PLAN

### Richmond County School District

Follow all steps as outlined below for either an emergency or non-emergency injury.

#### Determine the type of injury: Emergency or Non-emergency.

##### **EMERGENCY**

1. **Call 911 for life-threatening situations, or severe injuries.**
2. **Report immediately to your Kelly Representative.** You must talk to someone at Kelly. Do **not** leave a voicemail or send an email.
  - Contact Kelly Education Help Center 855-535-5933 / 855-KELLYED
  - After hours, contact Client Service Manager: **Terrence Vick**

##### **NON-EMERGENCY**

1. Determine which applies: First Aid, Medcor Nurse Triage, **or** if medical care is requested and/or necessary. Then, follow the provided instructions for the appropriate scenario.

**\*\* If the employee declines care, proceed to Steps 2 and 3. \*\***

<b>First Aid</b>	Onsite nurse if available
<b>Medcor Nurse Triage:</b> If no onsite first aid, or when a need for formal medical treatment is unclear	<b>Medcor 24x7 Nurse Triage:</b> providing immediate access to medical professionals who can make sound clinical decisions about when first aid is appropriate—and when a referral to an outside medical clinic is necessary <b>Call 1-872-260-6757</b>
<b>Medical Care</b> - Necessary or requested by the employee, send to the local Urgent Care Clinic.  <i>*Kelly employees should ideally drive themselves or ask their emergency contact for assistance.</i>	Urgent Care Clinic: <b>Panel State</b> Address: Panel State Phone: Panel State Hours: Panel State  <i>*Panel States (CO, GA, PA, TN, VA): direct the employee to contact their Kelly Rep for State required panel of physicians to select and seek care.</i> <ul style="list-style-type: none"> <li>• Kelly Education Help Center 855-535-5933 / 855-KELLYED</li> </ul> After hours treatment: Local Hospital: <b>WellStar MCG Health</b> Address: 1120 15 <sup>th</sup> Street Augusta, GA 30912

1. **Call your Kelly Representative to report the injury, regardless if medical treatment is needed or not.**

You must talk to someone at Kelly. Do **not** leave a voicemail or send an email.

- Contact Kelly Education Help Center 855-535-5933 / 855-KELLYED
  - After hours, contact Client Service Manager: **Terrence Vick**
2. Instruct the employee to follow up with their Kelly Representative the same day.
    - Kelly Education Help Center 855-535-5933 / 855-KELLYED

*Severe work-related injuries, such as death, inpatient hospitalization, amputation, or loss of an eye must be reported to OSHA within 8-24 hours based on state and event type. Notify your Kelly Representative of a serious injury, so Global Safety Health and Environment can support.*