



Report

Report the injury to your administrator and/or the school nurse.

1

Make sure you're okay

If 911 does not need to be called, call the MABE company nurse at 1-877-545-9152.

2

Follow and inform

Inform your admin of the outcome of the call and follow the directions of the Company Nurse

3

Call or email GCEA's Uniserv

Call or email Cresta Kowalski (Uniserv Director) at 240.380.0307 or ckowalski@mseanea.org

4

Document your injury

Document your injury in your own personal documentation (notebook or non-gcps computer) noting the following:

- Date and time of injury
- Witness(es) to the incident or injury (if any)
- Admin who the injury was reported to
- Description of incident with details
- Description of body part injured
- Outcome of call with Company Nurse

5

You've been injured, what now?