



North Coast Schools' Insurance Group

901 Myrtle Avenue • Eureka, California 95501-1294 • 707/445-7126 • FAX 707/445-7084

SERVING DEL NORTE COUNTY AND HUMBOLDT COUNTY SCHOOLS

First Aid Program Guidelines

First Aid, as defined by the California Labor Code and Regulations, is any one-time treatment, and any follow-up visit, for the purpose of observation of minor scratches, cuts, burns, splinters or other minor occupational injuries, which do not ordinarily require medical care. Such one-time treatment, and follow-up visit for the purpose of observation, is considered First Aid, even though provided by a physician or by other registered professional personnel. When evaluating a new injury to determine if it constitutes First Aid status, if there is lost time beyond the date of injury or a change in medical treatment, you are required to notify Keenan & Associates immediately so that a file can be established.

- **First Aid Only-** Claims *DO NOT* have to be submitted to Keenan & Associates as a Workers Compensation Claim. Complete & sign the incident report and send with the employee if they go to the doctor. Keep a copy for your file and give a copy to both Keenan and your District Personnel Director. All bills will be sent to Keenan & Associates, then to the JPA, for payment.
- **Beyond First Aid Only-** Any incident that is more than First Aid in nature **MUST** be submitted to Keenan as a Workers Compensation claim. Have the employee complete the DWC-1 form and submit it with a Form 5020 to Keenan & Associates. Keep a copy of both reports for your records and give a copy to both Keenan & Associates and your District Personnel Director.
- If a claim is First Aid in nature and later develops beyond the allowed scope of treatment, then ***it must be immediately reported within 24 hours as a claim.*** It is imperative that the employee and their supervisor have clear line of communication in regard to this issue. If a First Aid claim becomes a Workers Compensation claim, give the employee a DCW-1 form to complete and immediately notify Keenan & Associates at **707.268.1616**.
- State law “requires a medical provider who treats an injured employee to file a Doctor’s First Report of Injury (DFR) or Form 5021 with the claims administrator for every work illness or injury, even First Aid cases where there is no lost time from work. This applies to every illness or injury, regardless of the scope of injury.”

In the event an employee has a non-life-threatening injury, we prefer they see a preferred provider as listed below. If the injury is life-threatening, please send the employee to the nearest emergency medical provider. The employee may see the physician of their choice if they completed a notice of pre-designation upon commencing employment with the District.

Humboldt County

Dr. Paul Windham, *St. Joseph Occupational Works*
2200 Harrison Avenue, Eureka 707.445.8121

Del Norte County

Dr. Kevin Caldwell, *Redwood Medical Offices*
1240 Marshall Street, Crescent City 707.465.5566

If you are unclear as to whether an injury is First Aid or if you would like more information about this program, please contact Keenan & Associates at 707.268.1616.

Rev (01/09)

How to Determine First Aid Only Claims

For required reporting purposes, it's important for employers to completely understand when injury treatment is considered **First Aid** and when it is not. If injury treatment meets the California Labor Code definition of First Aid, it is not reportable. But if that injury needs additional care, or if the injury causes lost time from work beyond the employee's work shift, it is no longer considered **First Aid** treatment and the injury becomes recordable.

Medical Treatment refers to the management and care of a patient to combat disease or disorder. *Medical treatment does **NOT** include:*

- Visits to a physician or other licensed health care professional solely for observation or counseling;
- The conduct of diagnostic procedure, such as x-rays and blood tests, including the administration of prescription medications used solely for diagnostic purposes (ie: eye drops to dilate pupils);
- First Aid as defined in CalOSHA regulations [8 CCR §14300.7 (b)(5)(B)].

The Definition of First Aid Only as outlined by CalOSHA §14300.7 (b)(5)(B) includes the following:

- **Using nonprescription medication at nonprescription strength** (for medications available in both prescription and non-prescription form, a recommendation by a physician or other licensed health care professional to use a non-prescription medication at prescription strength is considered medical treatment)
- **Tetanus immunizations** (other immunizations, such as Hepatitis B vaccine or rabies vaccine, are considered Medical treatment)
- **Cleaning, flushing or soaking wounds on the surface of the skin**
- **Using wound coverings such as Band-Aids, gauze pads, etc, or using butterfly bandages or Steri-Strips** (other wound closing devices such as sutures, staples, etc. are considered medical treatment)
- **Using hot or cold therapy**
- **Using any non-rigid means of support, such as elastic bandages, wraps, non-rigid back belts, etc.** (devices with rigid stays or other systems designed to immobilize parts of the body are considered medical treatment)
- **Using temporary immobilization devices while transporting an accident victim** (ie: splints, slings, neck collars, backboards, etc.)
- **Drilling of fingernail or toenail to relieve pressure or draining fluid from blister**
- **Using eye patches**
- **Removing foreign bodies from the eye using only irrigation or a cotton swab**
- **Removing splinters or foreign material from areas other than the eye by irrigation, tweezers, cotton swabs or other simple means**
- **Using finger guards**
- **Using massages** (physical therapy or chiropractic treatment are considered medical treatment)
- **Drinking fluids for relief of heat stress**

If you are unclear as to whether an injury is First Aid or if you would like more information about this program, please contact Keenan & Associates at 707.268.1616.

Rev (01/09)