

## NECESSARY PROCEDURES FOR INJURY IN THE LINE OF DUTY STATUS CHECK LIST

If you are injured in school, there are procedures that **you must** follow.

FORM	When Filed	Who Gets It	Time Frame	Problems/ Solutions
<b>Comprehensive Accident Report*</b>	Required  Within 24 hours of your accident  <b>Submitted on:</b> _____	<b>Principal</b> forwards to superintendent who approves or disapproves and returns it to the school payroll secretary	Must be sent from school to superintendent within <i>24 hours of receipt by principal</i> . Superintendent must approve and return <i>within 5 working days</i> .	Contact Chapter Leader/ District Representative Grievable if the time frames are not followed.
<b>OP 198 Absence Form*</b>	Required  As quickly as possible  Submitted on: _____	<b>Payroll secretary</b>	As quickly as possible since <b>Medical Division will not grant ILOD status without it.</b>	Contact District Representative
<b>OP 200 Legal Form*</b>	Required  As quickly as possible  <b>Submitted on:</b> _____	<b>Payroll secretary</b>	<i>Notarized</i> , then as soon as possible since <b>Medical Division will not grant ILOD status without it.</b>	Contact District Representative
<b>UFT Incident Report</b>	<i>If the victim of an assault</i> , as quickly as possible  <b>Submitted on:</b> _____	UFT Chapter Leader	As quickly as possible	Contact Victim Support Unit 212-598-6853
<b>OP 407 Confidential Medical Report</b>	<i>If injury is of a confidential nature</i> , as quickly as possible  <b>Submitted on:</b> _____	Directly to the <b>Medical Division</b> by your doctor	As quickly as possible	Contact Medical Division to confirm receipt.

- Obtain, from the payroll secretary, *all signed, approved/disapproved copies* of forms submitted.
- Call the Medical Division (718-935-2721) for an appointment as soon as all paperwork has been submitted to the Medical Division.
- If you are not being paid, call your District Representative immediately.

\*The Medical Division must receive all these forms before acting on your claim for ILOD status. For further details, please see the attached.