

# ASSAULTS ON EMPLOYEES

## PROCEDURES:

1. The member should notify the principal/administrator and School Police at the work location of the assault so that a Serious Incident Report may be filed.
2. The member must request a copy of the report. Make sure there is a control number listed.
3. If an injury occurs, the school nurse should also be notified. If the injury requires medical attention, the employee must go to an approved Workers Compensation hospital or emergency room (*see section: Guidelines for Employees Injured on the Job*).
4. Members should verify that the *Office of Risk Management* is classifying the injury as an assault.
5. Any absences related to the injury must be coded F79 for an assault.
6. The Building Representative should be notified to make sure the proper procedures are followed.
7. If the assault was committed by a student, the student should immediately be suspended. An EH-20 (pink slip) and EH-21 (disciplinary transfer) should also be processed.
8. Employees have the right to file criminal charges against the assailant by contacting the Philadelphia Police Department.