



**Delaware County Intermediate Unit  
Human Resources – Benefits Department  
Education Service Center  
200 Yale Avenue  
Morton, PA 19070-1918  
Phone: 610-938-9000, Ext. 2003  
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Caroline Duda, Human Resources Director  
Joanne Matteucci, Benefits Coordinator

### MEMORANDUM

TO: Administrative Leadership Team  
FROM: Joanne Matteucci  
DATE: January 31, 2020  
RE: Workers' Compensation Protocol Regarding Head Injuries

In light of some recent head injuries, I would like to outline the proper protocol to follow in regards to minor and major head injuries sustained in the workplace. I have reviewed this protocol with our Workers' Compensation panel doctors. Please share this information with the nurses in your buildings, as well as anyone else on your staff you deem appropriate.

1. Assess whether the employee needs to go to the ER or to the panel doctor.
  - a. Call 911 and have the employee transported to the closest Emergency Room if they exhibit any of the following:
    - i. Loss of consciousness
    - ii. Weakness or numbness
    - iii. Speech or hearing deficits
    - iv. Vomiting/Nausea
  - b. If the conditions listed above are not present, call a panel doctor listed below to do a phone assessment. The panel doctor will either direct you to call 911 or recommend the individual be brought to the office for further evaluation. **Under no circumstance should an employee that has had experienced a head injury of any kind be permitted to drive him/herself to the panel doctor's office or the ER nor may another employee of the DCIU transport the injured staff member.** If the situation is not dire, as determined only by the panel doctor, the employee may contact a friend or relative to transport him/her to the office.
    - i. Panel Doctors' Contact Information:
      1. Worknet, Lester, PA – 610.521.6880
      2. OccHealth Urgent Care, Crum Lynne, PA – 610.595.6811
      3. OccHealth Urgent Care, Springfield Hospital – 610.328.8760
2. Contact me at 610-938-9000 ext. 2003 immediately following the employee being tended to in order to report the injury.

Please do not hesitate to contact me should have any questions or concerns regarding this protocol.

Thank you so much for your cooperation!