FIRST AID FOR ANIMAL RELATED INJURIES

For life threatening or immobilizing injuries, call 911

The following steps should be taken for an injury that breaks the skin while working with any animals used in research (including mammal, amphibian, reptile and bird):

1. Immediately wash the wound and surrounding area thoroughly with an antibacterial soap. It is recommended to scrub vigorously for 3-5 minutes, rinse, and repeat two more times.
2. Inform your supervisor or PI of the incident.
3. Notify EHS of injury at iuehs@indiana.edu or 855-6311
4. Seek medical attention as set forth below.

<table>
<thead>
<tr>
<th>Seeking Medical Attention</th>
</tr>
</thead>
</table>

It is important to know in advance where you should report on weekdays during regular business hours, after hours, weekends, and holidays.

**University Employees** (includes paid hourly students):
- M-F from 8am-6pm: Report to IU Health Bloomington Occupational Services (formerly Promt Care West)
  - 3443 West 3rd Street, Bloomington, IN  812.353.3443
- After hours or in case of emergency: Report to Bloomington Hospital Emergency Room
  - 601 West Second Street, Bloomington, IN  812.353.9515

**Non-Paid Students**: Need to utilize their personal health insurance when obtaining care at a medical clinic of their choosing, or at the Campus Student Health Center.

For Employees Both Forms Need to be Completed

**Employee Occupational Injury/Illness Report Form**: [https://workcomp.indiana.edu/ads/InjuryReport.cfm](https://workcomp.indiana.edu/ads/InjuryReport.cfm) (Must be completed by the Supervisor/PI for any work-related injury whether or not the individual elects to seek medical attention.) This form is to be sent to University Human Resource Services, Poplars 707.

**Employer Authorization for Treatment Form**: [https://www.indiana.edu/~uhrs/forms/workers/employer_authorization.html](https://www.indiana.edu/~uhrs/forms/workers/employer_authorization.html)

**Working Hours when a PI/Supervisor IS available**: The Employer Authorization for Treatment Form needs to be completed online by the PI/Supervisor.

**Working Hours when a PI/Supervisor is NOT available**: The injured paid student/employee should print and complete the following form [https://www.indiana.edu/~uhrs/forms/workers/employer_authorization.html](https://www.indiana.edu/~uhrs/forms/workers/employer_authorization.html) and take it when seeking treatment. The Supervisor will need to complete and submit the form online for record purposes.

**Note**: Supervisor, PI, etc. must be a Delegate in University Human Resource Services Worker’s Compensation Reporting System to complete an on-line injury/illness report.

<table>
<thead>
<tr>
<th>Pertinent Phone Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Environmental Health and Safety Office</td>
</tr>
<tr>
<td>IU Health Urgent Care and Occupational Services (Formerly Prompt Care)</td>
</tr>
<tr>
<td>IU Health Bloomington Hospital</td>
</tr>
<tr>
<td>University Human Resource Services Workers’ Comp.</td>
</tr>
</tbody>
</table>