

**DRUG TESTING**

**ALL EMPLOYEES:**

All employees reporting an injury who will seek medical attention are required to complete a drug test.

\*Drug Tests MUST be completed **IMMEDIATELY** after an injury as long as the employee is capable. The school secretary will create the drug screening order for Post-Accident & Reasonable Suspicion only.

\*\*If an employee will not seek medical treatment for the injury a post incident drug screen is not required. The employee must write on the incident report “Drug test not completed” and “Will not seek medical”. This will exempt the employee from having any treatment now or in the future for the reported injury.

**DRUG TESTING FORM:**

1. Paper chain of custody forms should **Only** be use for emergencies (power outage or Internet down
2. The HR contact for additional chain of custody forms is Drew Kramer ext. 11212
3. If paper chain of custody is used, they must still be entered into the Edge drug screen platform.
4. You can always call Edge Information Management for assistance or order a drug screen. (1-800-725-3343 option #3 – M-F 8-4pm)