

**MARAIS DES CYGNES VALLEY UNIFIED SCHOOL**  
**DISTRICT 456**  
**OLIVET-MELVERN-QUENEMO**

To: All Employees of USD 456

From: USD 456 Board of Education

RE: Workers' Compensation Claims

In view of rising costs across the Nation in Workers' Compensation Premiums, employers are being encouraged to adopt policy and give direction to employees in procedures to follow in filing claims. Please see the attached policy as adopted by the Board of Education at their regular meeting on October 14, 1991.

The facilities designated are:

Cotton O' Neil Clinics

If you have any questions, please feel free to contact the central office.

Please sign and date this document indicating you have read the policy and return it to the central office.

Thank you,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
date

## **WORKERS' COMPENSATION POLICY**

**Adopted 10-14-91**

**Amended and approved 12-09-91**

All accidents or even "near misses" will be reported to the Administration the day of the accident. If the accident was serious enough for an injury to occur, then an accident report will be completed within 24 hours and given to an Administrator.

When an employee has a job-related accident and medical assistance is needed, the Administration is to offer a choice of Cotton O' Neil Clinics. The designated physician may, if needed, refer the injured employee to another medical specialist for treatment.

If the accident is an emergency where an ambulance or quick medical assistance is needed, the injured employee will be transported to the most appropriate medical facility to be treated by a staff physician.