ACCIDENT / ILLNESS INFORMATION

Employees should report any accident/illness by the end of the day and no later than fifteen (15) calendar days after the occurrence. (Fees of $50.00 - $1,000.00 per claim can and will be assessed to the District for late filings).

If an accident occurs at your school location that involves an employee or employees from another school, the principal is responsible for reporting the injuries and submitting the proper forms. (Always provide copies to the employee's home school).

Notice of Accident – (See example – half sheet)
This form is for the worker to complete in his/her own words to describe the accident.

This form should be completed each time an accident occurs.

The First Report of Accident or Injury
The building secretary at each location is responsible for going on-line to ICE or Internet Claims Edge for reporting the accident or illness. This needs to be done within twenty-four (24) hours after the employee has filled out the *Notice of Accident Report* to avoid any late filing fees.

Additional Information About Accident Reports

Have your schools nurse review accident claims, when possible, and supply any medical information that pertains to the claim.

Be aware of accidents that are reported on Mondays and Fridays.

The employer can file a report on behalf of the employee in the event that the employee is incapacitated or refuses to file a claim.

Use examples provided as a guide. When completed, the original form should be submitted to the Employee Benefits Office. Keep a copy for your files. If you have any questions regarding Workers' Compensation, contact the Employee Benefits Office, at Central Office, 575-433-0141.

PLEASE REMEMBER TO TAKE FORMS TO YOUR SCHOOL LOCATIONS AND MAKE THEM AVILABLE TO YOUR EMPLOYEES.