**October 18, 2022**

**To: All DYRSD Employees**

**From: David M. Flynn, Assistant Superintendent for Finance & Operations**

**RE: Workplace Accident, Injury & Incident Forms**

The Dennis-Yarmouth Regional School District is committed to providing a safe working environment and quality medical care for all its employees injured on the job. As part of this program the School District has arranged for **CAREWELL** to see any **non-emergency injuries**. However, any emergency situation is to be directed to the nearest available medical facility or 911.

**CAREWELL** has many locations.The most convenient being 484 Route 134, Dennis, 508-694-7901. Injured workers will be seen on a walk-in basis rather than scheduling an appointment with their own physician. If referral to a specialist or physical therapy is required, this will be taken care of by the injured worker.

The attached Workers’ Comp Incident Report forms must be completed within 24 hours or as soon as practicable after your injury. Please report your injury to your school nurse and principal. Your supervisor must sign and date pages 1 & 2. Page 3 authorizes our WC provider to request information regarding your claim to evaluate and handle your workplace injury. Page 4 should be completed by a witness to your accident, if there isn’t one, disregard this page. Completed forms need to be sent via interoffice mail or US mail to: **Emily Machado, District Accountant**, Admin Office, 296 Station Avenue, South Yarmouth, Mass 02664 or scan a copy to **machadoe@dy-regional.k12.ma.us**

Emily will submit your WCIR forms to Guardian Claims Service, generating a WC claim. She will email you with your claim # that you will need to give to all medical providers treating you for this injury.

Feel free to call her with any questions @ 508-398-7613. Please think safety first in all of our activities.