

**SUPERINTENDENT'S REGULATION 5-7.2**

**PROCEDURE FOR FILING WORKER'S  
COMPENSATION**

When a Poquoson City School Board employee is involved in an accident at work, it is very important that all details be reported to the principal of the school or to an immediate supervisor on appropriate federal and/or state forms within 24 hours of the accident or as promptly thereafter as is practicable under the circumstances. That person in turn should immediately telephone the details to the School Board office in order that the necessary written reports may be transmitted to the School Board's insurance carrier.