**Procedure for staff in the event of receiving an injury at work.**

**Implemented 2019**

**Steps to follow**

1. Witness & Victim: Report to a member of the class team to inform them of the incident
2. Present self to school nurse (even if there is no visible physical injury)
3. Report to principal / deputy principal
4. Complete and submit an incident report form as soon as reasonably possible

\*In the case of any head injury staff will be requested to attend A&E immediately\*

If school nurse advises you go to doctor – please see office to sign out and **leave immediately.**

**School commitment to follow up in cases where staff member is unable to work due to injury.**

Principal / Deputy Principal will phone staff member the following day.

Principal will text/email staff member periodically during their absence.

On the day staff member returns to work – they are requested to present to the Principal or Deputy Principal before starting work.

**School commitment to follow up on behalf of the pupil.**

* In the event of Repeated head injuries – principal ask parents to get pupil assessed medically
* Inform by phone call on the day of the event (class teacher or principal)
* Inform bus escorts if appropriate
* Referral to be sent to appropriate supports by class teacher

**Staff is reminded that there is a 24 hour counselling and wellbeing service – Care Call - available to them.**