



Melrose Rural Care

Staff Sickness Procedure

It is the responsibility of individuals to document any known medical condition he/she may have and the action needed if this condition appears while they are carrying out their duties of employment. Known medical conditions are recorded and kept in the individual staff member's confidential folder in the office. An action plan is designed to be followed for any condition also needs to be kept in a folder. E.g. Asthma, Epilepsy, allergies, Angina

An accident information card containing information of next of kin. Blood group, doctor, dentist, contact person's address and phone number is to be completed at induction. This will be kept in a sealed envelope in the individual's confidential file or the Induction book.

Centre staff need to supply their own medication, which is to be kept in a secure and safe place, e.g. their personal locker. It is the responsibility of the individual to use medication as prescribed and not over indulge so that performing work related duties is adversely effected.

If such a situation develops it is the site leader's responsibility to relieve the affected staff member of his/her duties and send them home. A relief staff member will be appointed until such time that the original staff member is able to resume his/her duties.

All staff permanent or casual are to be familiar with accident and incident reporting procedures and the appropriate forms.

When a staff member becomes ill while at work he/she will be made as comfortable as possible while the site leader contacts a person to collect them home or to receive professional medical help.

In the event of an accident or stroke, an ambulance will be called.

The worksite leader will decide actions to be taken after consultation with the injured/ill staff member. If the staff member is unable to make a rational decision, the leader will make the decision.

It is the responsibility of staff members unable to attend work, to contact the site leader, so that a relief person may be appointed.

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Director
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Review 07/09

Source; DECS guidelines