

Hauraki Primary School

Policy Document

Rehabilitation

Rationale

As part of its overall safe school policy, Hauraki School actively seeks to provide an environment that is physically and emotionally safe for all employees.

Purpose:

- To return injured or ill employees to their pre-injury or pre-illness position.

Guidelines:

1. The rehabilitation process requires open and ongoing communication between the treating medical practitioner, the employee, the Principal and any delegated staff member.
2. Where an employee's injury or illness precludes immediate return to their pre-injury or pre-illness duties, suitable duties consistent with a medical opinion will be provided where possible and if appropriate.
3. Where it is not possible to return to pre-injury or pre-illness duties because of the disability sustained, every effort will be made to place employees into constructive work within Hauraki School consistent with their skills and ability.
4. Participation in a rehabilitation programme will not itself prejudice an injured or ill employee in either job security or promotion.
5. All documentation regarding the process will be treated confidentially.
6. The Principal and health and safety representatives will be responsible for the monitoring of individual rehabilitation programmes. An Individual Rehabilitation Plan, stored in the Hauraki School Health and Safety Folder, is to be completed.

Signed: 

Date: 1-12-2025

Presiding Member Hauraki School Board

Review Date: Term 4,
2028