Self-Certification and Return to Work Form (Schools)

Confidential

The Headteacher/manager will meet with an employee when the employee returns after any period of sickness absence. The purpose of the discussion (guidelines on the next page) is for the Headteacher/ manager to provide support to the employee and to ensure they are fit to return to work. This form is used to record details of the discussion and the absence and for the employee to self-certify themselves for absences less than 7 days.

For absences longer than 7 consecutive days, you must provide a doctor's certificate.

Employee's details

Name:	Job title:
School:	Headteacher/manager:

Discussion details

Date of the discussion:

Details of the absence (Please use the space below to record details of the absence.)

First day of absence: Was it: Full day: ☐ Half-day (am): ☐ Half-day (pm): ☐ Less than half-day: ☐

Method of notification: Time the absence was reported:

Last day of absence: Number of days absent:

Is this long-term absence? Yes: ☐ No: ☐ (**Note**: For a definition, refer to the next page.) No. of days absent in last 12 months:

Reason for absence: Operation: ☐ Accident: ☐ Other: ☐ please specify below:

Is absence associated with industrial injury? Yes: ☐ No: ☐ (**Note**: For a definition of industrial injury, refer to the next page.)

If yes, specify date reported:

Third party accident? Yes: ☐ No: ☐

Doctor's certificate supplied? Yes: ☐ No: ☐ If yes, specify dates reported: From: To:

Action

The employee and their Headteacher/line manager should record the discussion (including any warning issued), and add comments and actions and sign the form. When considering the course of action, consider whether you need to involve the Occupational Health Service, the absence has long-term implications or you need to make adjustments for any potential disability.

Head/manager's comments and actions:		Head/manager's Signature:	
		Date:	
Employee's comments:		Employee's Signature:	
		Date:	

Please return the form to the Bursar/Business Manager/Senior Admin Officer to be added to the personnel records.

Note – Guidance for the 'Return to Work' discussion

The Headteacher/manager or an appointed person should meet with staff personally on their first day back at work, after each spell of sickness absence, however short. If it is impracticable to meet an employee on their first day back at work, this should be done as soon as possible. The purpose of the 'return to work' discussion is to:

- Make the employee feel welcome and valued upon their return.
- Ensure that the employee is really fit to return.
- Identify the cause of the absence.
- Address any problem that may be causing or contributing to the absence.
- Identify if help is needed to assist a return to regular and efficient service.
- Agree any priorities for the post-absence period.

It is important to take into account issues which might require a different way of dealing with sickness absence, such as pregnancy and disability.

If an employee is unwilling to discuss the problem with their Headteacher/manager (e.g. if it is personal or the Headteacher/manager is the problem) the opportunity to discuss the problem in confidence with Human Resources or Occupational Health should always be offered.

Headteachers/managers should complete this form with details of the discussion.

Note – Definition of long-term absence

For the purpose of this procedure, long-term absence has been defined as follows:

- Absence for a period exceeding 4 weeks and where there is no expected return to work.
- Where the actual and anticipated future health of the employee makes a return to their current role very unlikely.
- Recurrent long-term absence with an underlying medical condition.

Note – Definition of industrial injury

An industrial injury is any disease or bodily damage resulting from working.

The most usual organs involved are the spine, hands, the head, lungs, eyes, skeleton, and skin.

Common causes of industrial injury are poor ergonomics, manual handling of heavy loads, misuse or failure of vehicles, machinery or tools, exposure to general hazards, inadequate safety training and clothing, jewellery or long hair that becomes tangled in machinery.

General hazards in a work environment include electricity, explosive materials, fire, flammable gases, heat, height, high pressure gases and liquids, hot gases and liquids, powerful or sharp moving machinery, oxygen-free gases or spaces, poisonous gases, radiation, toxic materials, work on, near or under water, work on, near or under weak or heavy structures.

List of well known industrial injuries:

- Air embolism caused by working with compressed air close to cuts in the skin.
- Asbestosis caused by working near asbestos.
- Decompression sickness caused by working underwater in a high ambient pressure environment.
- Hand-arm vibration syndrome/HAVS/white finger caused by long-term use of vibrating tools.
- Phossy jaw caused by chronic exposure to white phosphorus.
- Repetitive strain injury.
- Silicosis caused by working in a confined, dusty environment.

There are many methods on preventing or reducing industrial injures, including: anticipation of problems by risk assessment, safety training, safety clothing, breathing equipment, safety guards, mechanisms on machinery, and safety barriers. In addition, past problems can be analyzed to find their root causes by using a technique called root cause analysis.