

## Inclusive Education

From

Guide: [Supporting learners with acquired brain injury](#)

Strategy: [Review leadership and governance responsibilities](#)

Suggestion: [Align processes and policies with national guidelines](#)

Date

14 July 2019

Link

[www.inclusive.tki.org.nz/guides/brain-injury/align-processes-and-policies-with-national-guidelines](http://www.inclusive.tki.org.nz/guides/brain-injury/align-processes-and-policies-with-national-guidelines)

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# Reporting head injuries

Follow these reporting requirements and procedures for head injuries.

Parent(s)/caregivers and the principal must be notified of all head injuries, even “minor” ones.

The child or young person will need to be monitored for delayed concussion.

A serious head injury that requires a person to have immediate treatment (other than first aid) must be reported to WorkSafe New Zealand by the principal using the fastest means available:

- telephone 0800 030 040
- complete the online [Notifiable Event notification form](#).

**Injury and illness management** – Ministry of Education information for schools and early learning services.

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