**STAFF DEALING WITH STUDENTS IN DISTRESS**

**If the situation is URGENT**

Refer the student directly to the Student Health Unit x2604 (out of hours 087-262-3997 or call the emergency services)

Accompany the student over to the Student Health Unit if necessary

Inform the appropriate person e.g. Dean, Faculty Office

If the student will not accept help call the Student Health Unit for advice or call the emergency services

Both the Student Health Unit (x2604) and the Student Counselling Unit (x2484) are available for advice during office hours.

**If the situation is NON-URGENT**

Are you clear what the student needs? If so then refer the student directly to the appropriate service

If you are unsure then seek further advice from a colleague or speak to the Student Counselling Service (x2484)