

# Managing your migraine at work checklist

This checklist is designed to help guide discussions between managers and employees about managing migraine at work. It can be used as a prompt for discussions or to help plan an email or letter.



**Check off the following points or use the form below to work through each section in more detail.**

- Describe how migraine affects you
- Talk about how migraine might affect your ability to do your job
- Explain what your needs are if you have a migraine attack at work
- Discuss things in your workplace that might trigger migraine
- Agree on an action plan for managing your migraine at work
- Decide how frequently you need to review your plan

ABOUT MY MIGRAINE	
How often I get migraine attacks	
My usual symptoms	
How long my migraine attacks last	
The impact migraine has on my day-to-day activities	

## MIGRAINE & MY WORK

### How migraine can impact on my work

*Eg, ability to use a computer screen, interact with people, drive or operate machinery.*

### My needs if I have a migraine attack at work

*Eg, time/area to rest and take medication, avoiding certain tasks, when I may need to go home.*

### Things at work that might increase my risk of migraine attack

*Eg, stress, using screens, tiredness, lighting, shift work.*

### Things that might help to reduce my risk of migraine attacks at work

*Eg, regular screen breaks, remote or hybrid working, time off for appointments.*

### Is there anything else you want to share about your migraine with your manager or employer?



## MY MIGRAINE ACTION PLAN

### Positive actions to reduce impact of migraine at work

#### Things I can try that might make a difference

*Eg, keeping hydrated, rotating tasks, using ear defenders.*

#### Adjustments or changes my employer or manager can put in place to support me

*Eg, any adaptations to workplace environment, allowing flexible hours or remote working.*

#### What I will do if I have a migraine attack at work

*Eg, having a break and taking painkillers, notifying manager/ team members if need to stop work.*

#### Emergency contact (if appropriate)

*Who and when to contact.*

#### How often I will review plan with manager

*To review what is helping or needs updating.*

Employee:

Date:

Manager:

Date:

Find more information and resources on managing migraine at work on our website at: [migrainetrust.org/migraineandwork](https://migrainetrust.org/migraineandwork)

Last reviewed: May 2025 | Next review due: May 2028 | Version: CL01\_2025\_v1

Reviewed by: The Migraine Trust Information and Support Services Team and Reviewer Panel.

If you have feedback on our information, please get in touch at: [feedback@migrainetrust.org](mailto:feedback@migrainetrust.org)

Contact our Helpline on **0808 802 0066** (Monday to Friday, 10am to 4pm) or through our contact form and Live Chat service at [migrainetrust.org/support](https://migrainetrust.org/support). You can also email us at [info@migrainetrust.org](mailto:info@migrainetrust.org).



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