**Occupational Health Guidance**

**for ‘Off-Site Activities Health Declaration Form’**

The purpose of the work health declaration is to give individuals the opportunity to declare any health problems or disability that could affect their ability to participate in mandatory field trips, placements and/or travel abroad effectively and safely. This health declaration should be completed and returned to the activity organiser in a timely manner, allowing for any further discussion or assessment to take place well before their trip.

Submitted Health Declarations

When an individual declares ‘NO’ to any of the questions on the health declaration, no further action is required and the form should remain in the individuals personal file to attest that they do not have any known health problem or disability that could affect their ability to undertake mandatory field trips, placements and/or travel abroad. Occupational Health involvement is not required.

When an individual answers ‘YES’ to any of the questions on the health declaration, a discussion with the offsite activity organiser should then take place. The individual should be capable of identifying their own limitations and/or recognising what adjustments are required to safely manage their condition. It is then the decision of the activity organiser to determine if they are reasonable, and if they can be accommodated.

Should the activity organiser/ tutor wish to seek medical advice or support to assist with an unmanaged condition or accommodating a health condition or disability, then please refer to Occupational Health, along with the activity risk assessment. Occupational Health will then arrange to contact the individual for an assessment, and this will give them the opportunity to discuss any aspects of their health that they are concerned about with a qualified healthcare professional in confidence. There is no guarantee that Occupational Health will be able to resolve all issues in their entirety, but they will be able to work with the individual and the activity organiser to advise whatever is reasonably possible. Recommendations will be communicated in an adjustments letter which will be sent to the activity organiser. It is then the decision of the activity organiser to determine if they are reasonable, and if they can be accommodated.

If an individual declares any allergy, food intolerance or food allergy, it is their responsibility to inform the activity organiser and any other the relevant persons of their intolerance/allergy, and to make sure they have enough of their prescribed medication to manage their condition before departing the UK. Occupational Health involvement is not required.

The Occupational Health department will not declare individuals ‘fit for travel’, our role in this process is to advise of any adjustments that have yet to be identified, so we can accommodate individuals with a health condition who feel their health issue requires support.

Factors for consideration

If the individual declares that they are taking medication to manage a diagnosed condition or for immediate symptomatic control, depending on what country they are visiting, it may or may not be a legal medication and may require a GP letter to prove legitimate medical use.

**THE** **OCCUPATIONAL HEALTH DEPARTMENT DOES NOT PROVIDE TRAVEL VACCINATIONS**

**Flow Chart for the Completion of**

**‘Off-Site Activities Health Declaration Form’**

Individual submits health declaration.

If they answer **‘NO’** to any of the questions - no further action is required. Health declaration to remain in individual’s file.

If they answer **‘YES’** to any of the questions.

**‘YES’ to a health condition whereby the individual’s condition is unmanaged or further medical advice/ support is required –** with consent from the individual, please refer over to Occupational Health. The individual will be contacted, and any recommendations will be communicated in an adjustments letter which will be sent to the activity organiser. It is then the decision of the activity organiser to determine if they are reasonable, and if they can be accommodated.

**‘YES’ to a health condition whereby the individual declares either no adjustments are required, or adjustments have been identified** – individual and activity organiser are to have a discussion and the decision on whether the adjustments are reasonable and can be accommodated lies with the activity organiser.

**No Occupational Health involvement required.**

**‘YES’ to any allergy, food intolerance or food allergy** – individual and activity organiser are to have a discussion, individual to ensure they take enough medication for symptom control/ immediate treatment.

**No Occupational Health involvement required.**