

**GUIDANCE LEAFLET FOR STUDENTS**  
**REFERRAL TO OCCUPATIONAL HEALTH**

***WHY HAVE YOU BEEN REFERRED TO OCCUPATIONAL HEALTH?***

1. The University may reasonably require advice about the health of their students in relation to their study in a variety of circumstances e.g.: returning from Leave of Absence, where health may be affecting academic performance, where academic pressure may be aggravating a health condition or a combination of these factors.

***WHO ARE OCCUPATIONAL HEALTH?***

2. Occupational Health Services employ doctors and nurses who are specialists in the field of fitness for work/study and the fitness of the work/course for the worker/student.

***WHAT HAPPENS NEXT?***

3. Before the referral appointment you should be informed of and understand the reason why you are being referred. **You should have had the opportunity to discuss your referral with the Pro Dean (student support) before attending the Occupational Health Service before you are requested to sign a consent to be seen.**

***REFERRAL***

4. A letter of referral will be sent by the Pro Dean to Occupational Health outlining the reasons for the referral and highlighting questions they wish to have answered. The referral should also include a history of your sickness absence record, your academic record, and any pre-existing adjustments or supports in place while studying.

***APPOINTMENTS***

5. An appointment date and time will be sent to you in an email. Every effort should be made to attend on the specified date and time. If you are unable to attend the appointment you must let the person who sent the email know.

***WHAT WILL HAPPEN AND HOW LONG WILL IT TAKE?***

6. An Occupational Health doctor will see students who have been referred and your first appointment with the doctor could last up to half an hour. The doctor will take a medical and occupational history from you and on some occasions may require to carry out a limited examination. The doctor may require a report from your GP, or specialist and at all times the Occupational Health doctor will explain to you who they are communicating with and why. The Occupational Health doctor will ensure that before requesting a report, your consent is obtained according to the Access to Medical Reports Act 1988.

***REPORT***

7. A report from the Occupational Health doctor will be sent to the Pro Dean (student support). The confidentiality of clinical details given to the doctor during your appointment is respected i.e. Pro Deans will not be told of any personal details concerning your medical history, domestic life, etc. The Occupational Health doctor will report on your ability to study and any safety implications of your ill health. The doctor will discuss and agree the report with you. You may ask to see a draft of the report before it is sent. If you wish to have a copy of the report, this can be arranged. Your Tutor will be informed that you have been provided with a copy where appropriate. Your rights under the Equality Act 2010 will be respected.

***REVIEW APPOINTMENTS***

8. Following your initial referral appointment, the Occupational Health doctor may wish to review your progress. The same procedure outlined above applies to all review appointments. If you are unable to attend an appointment please contact the person who sent your appointment email as soon as possible.

**IF YOU HAVE ANY FURTHER QUESTIONS OR WORRIES ABOUT YOUR REFERRAL,  
PLEASE CONTACT A PRO DEAN AT [medsupport@st-andrews.ac.uk](mailto:medsupport@st-andrews.ac.uk)**