

flu, course tutors will endeavour to be flexible with study arrangements where possible. Course tutors will closely monitor these arrangements and students should remain in regular contact with their tutors. Evidence of dependants illness may be requested for funding purposes. In the case of a child this can be in the form of a note from your doctor or a copy of a school attendance record or note from the school confirming the absence.

#### 5. Health guidance

If students are unable to attend College due to sickness, there is detailed guidance available from the following sources amongst others:

- DirectGov:  
[www.direct.gov.uk/swineflu](http://www.direct.gov.uk/swineflu)
- Health Protection Agency:  
[www.hpa.org.uk](http://www.hpa.org.uk)
- NHS Information Line:  
0800 1513513

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**SWINE FLU  
INFORMATION**

0800 1 513 513

[www.nhs.uk](http://www.nhs.uk)

[www.direct.gov.uk/swineflu](http://www.direct.gov.uk/swineflu)



**IMPORTANT  
INFORMATION  
ABOUT  
SWINE FLU**

## Special absence management procedures for all students during a developing Flu outbreak

This arrangement will come into effect from 24th August 2009 until further notice.

### 1. Introduction

In addition to normal reporting of sickness absence, the following arrangements are to be used for cases of flu or those suffering with flu-like symptoms. If the impact of an outbreak worsens these instructions may be updated to provide the best possible working environment for staff and students.

The instructions and guidance in this procedure are important for the College and all staff and students are expected to comply with the provisions. Please note that all absences not related to flu or flu-like symptoms will continue to be reported and managed in the usual way.

### 2. Student responsibilities – start of sickness absence

a. All students are encouraged to stay at home if feeling unwell with flu-like symptoms and follow government guidelines for treatment and obtaining medical services. It is important that all such absences are reported by email, **clearly stating** your name, date of birth and the course you are on, to **studentabsences@borderscollege.ac.uk** or by telephone to a department or site curricular administrator on the following contact no's:

Karen McDonald, Scottish Borders  
Campus Tel: 01896 662610  
Jen Patterson, Scottish Borders  
Campus Tel: 01896 662612  
Susan Maltman, Technology  
Department, Scottish Borders Campus  
Tel: 01896 662630  
Michelle Smith, Newtown St Boswells  
Campus Tel: 01896 662675  
Lynne Crosbie, Hawick Campus Tel:  
01450 361030  
This should be done between 9.00 and  
10.00 am on the first day of absence.

b. If a student becomes unwell while in College with flu-like symptoms they must inform their course tutor and immediately return home safely. The course tutor will then mark the register appropriately.

### 3. Student Responsibilities – during sickness absence

a. Students or a supporting relative or friend should maintain contact with the College during any sickness absence but particularly so in relation to flu absence. It is important that the College is informed:

- In every case when H1N1 (swine-flu) is suspected by medical experts;
- Where an absence of longer than 7 days is expected

b. Medical Certificates (Doctor's sicknote).

A student absence/self certificate form must be filled in covering the first 7 days of any illness.

If a student is absent due to illness for more than 7 days a medical sickness certificate is required from a GP or Doctor. If students have any problems obtaining a medical certificate, course tutors must be informed so that the issue can be considered once the individual has recovered and returned to College.

Students must note that the College will insist on a medical certificate being produced for absences of more than 7 days (this is required for student funding purposes) and should be prepared to take reasonable steps to obtain one. Please note some Doctors may charge a small fee when a medical certificate is requested which you will be personally responsible for paying.

### 4. Return to College

Students should not return to College until they are fully fit to do so. Course tutors may wish to meet with the individual to ensure their fitness to return.

### 5. Caring for dependants

Where time off is required to care for dependants suffering from suspected