STUDENT POLICY · APPLIES TO ALL COURSES AND CAMPUSES

STUDENT CODE OF CONDUCT

Patients will trust you on the worst day of their lives. That trust is earned in training. This Code sets out what we expect from you — and what you can expect from us.

WHO THIS CODE APPLIES TO

Every student and course participant of Sahara EMS College, on every course and at both campuses, Nakuru and Kisumu. It applies on College premises, in skills labs and simulation, on ambulance and hospital placements, in College vehicles, at College events — and online, wherever you can be identified as a Sahara student. Section 04 applies wherever your course includes clinical or field placements.

01

RESPECT AND PROFESSIONALISM

1.1 Treat everyone — patients, relatives, instructors, staff, preceptors and fellow students — with courtesy and respect.

1.2 Do not discriminate against anyone because of ethnicity or tribe, colour, sex, pregnancy, marital status, health status, disability, age, religion, belief, culture, dress, language or social background. (Constitution of Kenya, Art. 27)

1.3 Harassment, bullying, intimidation and sexual harassment are never acceptable — in person, by phone or online.

1.4 Keep professional boundaries. Never enter into a romantic or sexual relationship with a patient, and never ask a patient for money, gifts or private contact details.

1.5 Be honest. Never claim a qualification, a skill or a certificate you do not hold.

02

ATTENDANCE AND PUNCTUALITY

2.1 Attend every session in full and on time, as set out in your course timetable.

2.2 If you cannot attend or will be late, tell your Course Instructor Coordinator (CIC) **before** the session starts. Absence through illness may require a medical certificate.

2.3 Each course states its minimum attendance in the course information. If you fall below it, you may not be allowed to sit the final assessment or may have to repeat parts of the course. International provider courses — such as AHA BLS, AHA ACLS and AHA PALS — require attendance of the complete course.

2.4 Come prepared. Complete pre-course learning and assignments by the stated deadline.

03

LEARNING, SIMULATION AND ASSESSMENT

3.1 Take an active part in all practical sessions, scenarios and simulations. Emergency care is learnt by doing.

3.2 Give and accept feedback respectfully. Debriefings are a protected learning space: what a colleague says or gets wrong in a debriefing stays there.

3.3 Simulation sessions may be recorded on video for debriefing. Recordings are used for teaching only. Do not make your own recordings of sessions without permission.

3.4 Your work must be your own. Cheating, plagiarism, using unauthorised material or AI tools in an assessment, and sharing exam questions are academic misconduct.

3.5 Never falsify a record — attendance lists, logbooks, placement hours, skills sign-offs, signatures or patient documentation.

04

CLINICAL AND FIELD PLACEMENTS

4.1 Patient safety comes first. Perform only the skills you have been trained and signed off in, and only under the supervision of your preceptor.

4.2 Introduce yourself to patients as a student, and respect a patient's right to decline care from a student.

4.3 Follow the rules, protocols and instructions of the ambulance service or hospital you are placed with. On placement, you represent Sahara EMS College.

4.4 If you make a mistake or see a near miss, report it straight away to your preceptor and your CIC. We follow a just culture: honest reporting is how services learn. Hiding an error is a serious breach.

4.5 Wear your uniform and carry your student ID on every placement shift.

05

CONFIDENTIALITY, PRIVACY AND SOCIAL MEDIA

5.1 Everything you learn about a patient is confidential. Do not discuss patients in public or share anything that could identify them. (Data Protection Act, 2019: health data is sensitive personal data.)

5.2 Never photograph or film patients, scenes, ambulances on a call or patient records — not even "for learning".

5.3 Post photos of training only with the consent of everyone shown, and never in a way that misrepresents your level of training.

5.4 Do not speak for Sahara EMS College in public or in the media unless you are authorised to.

5.5 Treat the personal data of fellow students and staff with the same care.

06

HEALTH, SAFETY AND INFECTION PREVENTION

6.1 Follow skills lab safety rules: safe handling of sharps, defibrillator safety, safe lifting and moving, and instructions on equipment.

6.2 Report every injury, needle-stick or exposure to blood or body fluids immediately, so that you can receive care in time.

6.3 **Hepatitis B.** Kenya's Ministry of Health recommends Hepatitis B vaccination for health workers. Start the vaccination series before your first clinical or field placement and give proof to the College. If you cannot be vaccinated for medical reasons, speak to your CIC — your placement may need to be adjusted. Your vaccination record is kept confidential.

6.4 Do not attend practical sessions or placements with a contagious illness — tell your CIC instead. Follow current Ministry of Health guidance on infectious diseases.

6.5 Look after yourself. Training in emergency care can be demanding. If you are struggling — with stress, a difficult call or anything else — talk to your CIC or any member of staff in confidence.

07

ALCOHOL, DRUGS AND TOBACCO

7.1 Be fit and sober for all training and placements. Never attend under the influence of alcohol, illegal drugs or medicines that impair you.

7.2 No alcohol, illegal drugs or misuse of medicines on College premises, on placements, in College vehicles or at College activities.

7.3 No smoking — including e-cigarettes and shisha — on College premises, on placements or while wearing a Sahara uniform.

7.4 Never take, supply or sell medicines or equipment belonging to the College, a placement site or a patient.

08

UNIFORM AND APPEARANCE

8.1 Where your course has a uniform, wear it complete and clean in class and on placements, with sturdy, closed shoes in skills labs and on placements.

8.2 Wear your student ID visibly on College premises and on placements.

8.3 In practical sessions and clinical areas, stay bare below the elbows: no watches, bracelets or rings (a plain band is allowed); short, clean nails without polish or extensions.

8.4 Keep hair clean and, if long, tied back and secured away from the face. The same rule applies to every student. Religious and cultural dress, such as a headscarf, is welcome when worn safely and securely.

09

PROPERTY AND LEARNING ENVIRONMENT

9.1 Handle manikins, simulators and medical equipment with care. Report damage or faults straight away. Do not remove equipment from the College.

9.2 Leave every classroom and skills lab clean and ready for the next group.

9.3 Theft or deliberate damage to property — of the College, a placement site, a patient or a fellow student — is gross misconduct.

10

RAISING CONCERNS

10.1 Academic matters (teaching, assessment, results) go to your CIC; administrative matters (fees, documents, timetables) to the College Administrator. Your class representative can raise concerns on your behalf.

10.2 Harassment, discrimination, safety concerns or misconduct by anyone — including staff — can be reported directly to College Management. Reports are handled confidentially.

10.3 Nobody will be disadvantaged for raising a concern in good faith.

OUR COMMITMENT

WHAT YOU CAN EXPECT FROM US

- Instructors with real field experience
- Safe, well-maintained facilities and equipment
- Clear course information: timetable, attendance and assessment requirements
- Fair, transparent assessment and timely feedback
- Respect, confidentiality and an environment free from harassment and discrimination
- A fair hearing before any disciplinary decision

IF THE CODE IS BREACHED

FAIR, PROPORTIONATE, IN WRITING

Most issues are settled with a conversation. How we respond depends on how serious a breach is and whether it is repeated.

LEVEL	EXAMPLES	POSSIBLE MEASURES
MINOR	**Occasional lateness, incomplete uniform**	Informal conversation, noted on file
REPEATED OR MODERATE	**Repeated minor breaches, unexplained absence, disrespectful behaviour**	Written warning and, where helpful, an agreed improvement plan
SERIOUS	**Breach of placement rules, attending under the influence in class, misuse of social media**	Final written warning; temporary exclusion from classes or placements
GROSS MISCONDUCT	**See list below**	Termination of studies

GROSS MISCONDUCT INCLUDES

- Violence or threats of violence
- Sexual harassment or sexual assault
- Theft, or supplying or selling drugs
- Being under the influence of alcohol or drugs on placement
- Cheating in an assessment or falsifying records, logbooks or signatures
- Sharing images or identifiable information about patients
- Deliberately acting beyond your training and putting a patient at risk

OUR PROCEDURE

01 You are told in writing what is alleged.

02 You see the relevant evidence and can respond in writing or in a meeting. You may bring a fellow student or family member for support.

03 You receive the decision and its reasons in writing.

04 You may appeal in writing to College Management within 14 days. The appeal is decided by someone not involved in the first decision.

Where the safety of patients or others is at risk, we may suspend you from classes or placements while a matter is reviewed. A suspension is not a finding of misconduct.

Placement providers may decide independently not to accept a student on their premises. Matters that may be criminal can be reported to the police. Fees are handled under the College's fee and refund policy.

TO BE SIGNED ON ADMISSION · TWO COPIES

STUDENT DECLARATION

I confirm that I have received, read and understood the Sahara EMS College Student Code of Conduct (Version 2.0). I agree to follow it for the whole of my studies. I understand that breaches can lead to the measures described in the Code, up to termination of my studies.

☐ I consent to Sahara EMS College sharing my Hepatitis B vaccination status with clinical and field placement sites that require it. (Optional. Without consent, placement options may be limited.)

FULL NAME _____

ADMISSION / STUDENT NO. _____ PHONE _____

COURSE _____ INTAKE _____

CAMPUS

☐ Nakuru ☐ Kisumu

STUDENT'S SIGNATURE _____ DATE _____

PARENT OR GUARDIAN — ONLY IF THE STUDENT IS UNDER 18

NAME _____ SIGNATURE AND DATE _____

FOR THE COLLEGE

NAME AND ROLE _____ SIGNATURE AND DATE _____

COLLEGE STAMP

One signed copy is kept in the student file, one is for the student. Student Code of Conduct, Version 2.0, October 2026 — replaces the previous Code of Conduct of Sahara Emergency Training Centre. Reviewed annually by College Management.