

# Belfast Model School for Girls

*Achievement for All*



## Arrangements for Pupils who are Sick

### **What a pupil does if she feels unwell in school**

If a pupil feels unwell while in class she should speak to the subject teacher who will tell her what to do. If the subject teacher deems it necessary, the pupil will report to the school nurse. The teacher will issue a note for the nurse stating the sick pupil's name and Form, the time at which she leaves class and a brief indication of her sickness. If a pupil needs further attention the nurse will arrange either for her to go home or, if necessary, to hospital.

The nurse lists the names of pupils sent home/hospital each afternoon and posts this list on the Staffroom Notice Board.

### **Form Tutors and Year Heads should check this list daily.**

If a pupil feels unwell at break or lunch-time she should report to the school nurse in the nurse's room.

The nurse is available in school from 9.30 a.m. until 3.00 p.m. each day (2.15 p.m. on Thursday). Pupils who are ill before or after these times, or at other times when the nurse is not available, should be sent to the school Office. The Office will contact the relevant Head of Year.

In normal circumstances pupils should not be sent to find Form Tutors or Year Heads.

**In an emergency teachers should contact one of the Vice Principals or the Principal.**