

Medical Room Policy

Purpose:

To provide prompt, safe, and effective health care support to students and staff during school hours and ensure that health emergencies are managed with professionalism and care.

1. Medical Room Facilities

- A well-ventilated, hygienic space equipped with a medical bed, privacy screens, and basic medical equipment.
- First aid kits and essential over-the-counter medications (as per guidelines and with prior parental consent).
- Safe storage for students' prescribed medicines with clear labelling.

2. Staffing

- Full-time nurse/healthcare professional present during school hours.

3. Access and Procedures

- Students must obtain a pass from their teacher to visit the medical room unless in case of emergencies.
- Every visit is logged, noting time in/out, symptoms, treatment given, and nurse observations.
- Parents are notified for all non-trivial visits or if the student is recommended to be Sent home.

4. Emergency Response

- In case of serious illness/injury, the nurse will:
 - Administer immediate first aid.
 - Inform parents/guardians promptly.
 - Arrange transfer to a medical facility if required.
- Emergency contact details must be updated regularly by parents.

5. Medication Policy

- Students requiring regular medication must submit a doctor's note and parent consent.
- No student is allowed to carry medication without approval.
- All medicines are administered by the nurse under supervision.

6. Health Records and Confidentiality

- Each student's health profile is maintained securely.
- All health concerns and treatments are handled with confidentiality and sensitivity.

7. Hygiene and Safety

- The medical room is sanitized daily and after any potential contamination.