



THE
PORTSMOUTH
GRAMMAR
SCHOOL

The PGS First Aid Policy

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The PGS First Aid Policy

1. Our Aim

- 1.1 It is the aim of the Portsmouth Grammar School (the School) to ensure that adequate and suitable equipment, facilities and procedures are in place to provide timely and appropriate First Aid to pupils, staff and, where applicable, visitors of the school.
- 1.2 References to **pupil** or **pupils** are references to a learner or learners aged 2 to 19 who receive their education at the School; where reference is made or intended to be made to a child or children who receive their education at the School, this will include those aged 2 to 19.

2. Background and key contact details

- 2.1 Major and minor incidents can take many forms and can happen without warning. No plan can provide for every eventuality. The response to any incident is handled, however, with a management framework which has been put in place for the day to day running of the School.
- 2.2 In the event of an accident resulting in an injury, or an event that requires First Aid treatment, the person(s) concerned should be taken to the nurse or, in their absence, to a relevant first aider, or where appropriate the first aid provider should attend the casualty. The Health and Wellbeing Centre can be contacted directly on 023 9236 4243 or by email nursing@pgs.org.uk. The Main School Reception has the emergency mobile number for the School Nurses. If contact cannot be made with the Health and Wellbeing Centre, Reception should be the next point of contact to locate a trained first aider, who will administer appropriate First Aid.

3. Calling the Emergency Services

- 3.1 If the School Nurse is present, they will instruct if the emergency services are required.
- 3.2 In other circumstances, one of the trained first aiders will decide if the emergency services are required and will contact them directly or direct another member of staff to do so. In the unlikely event that there is no first aider available and that an ambulance is required, there must be no delay in calling an ambulance, usually by the most senior member of staff present.
- 3.3 In the event of the emergency services being called, arrangements should be made with the school's caretaking staff or other staff available at the scene, to meet and direct the ambulance from the school's main entrance in the High Street or at the main gate at Hilsea if they are called to the school's sports ground. A member of the Senior Management Team should be alerted at the earliest opportunity.

4. Communication with Parents

In the event of it being deemed necessary to call the emergency services the parents of the affected child / children or an adult's emergency contact will be contacted as soon as possible by an available member of staff.

5. Treatment not involving the Emergency Services.

If hospital treatment is not deemed necessary, the School Nurse or relevant first aider will attend to the injury on site. If a pupil on a School trip (particularly abroad) requires non-emergency treatment (eg a doctor) they will be taken by a member of School staff or a parent / carer depending on the circumstances.

6. Admission to the Health and Wellbeing Centre

- 6.1 Pupils and staff or visitors can access the Health and Wellbeing Centre freely in an emergency or at times posted on PGS Online and the Health and Wellbeing Centre door.
- 6.2 Pre-School - Year 2 pupils are always escorted to the Health and Wellbeing Centre. All other Junior School pupils on the main site can access the Health and Wellbeing Centre at any time, with agreement from the relevant staff. In the Senior School, pupils can attend the Health and Wellbeing Centre without accompaniment, although pupils who feel ill should report firstly to a member of staff in charge of their class or activity and then to the Health and Wellbeing Centre. The exception to this would be if there was concern for their safety, for example if they had sustained a head injury, where they should be accompanied either by a member of staff or, if deemed safe to do so, another pupil.
- 6.3 Senior School pupils can attend the Health and Wellbeing Centre at break and lunch times; coming out of lessons should be discouraged unless it is an emergency. However, if pupils have medical exit cards, they can attend at any time.
- 6.4 Staff and visitors to the School site may access the Health & Wellbeing Centre to receive first aid, noting that a visitor must always be accompanied by a member of staff as outlined in The Guide for Visitors to The Portsmouth Grammar School.
- 6.5 The pupil, staff member or visitor will be assessed by the School Nurse or relevant first aider prior to treatment and, if necessary, sent home, contacting parents to collect the child as required. A record of medication/treatment/outcomes is kept in the medical database on iSAMS.

7. Medical Lists

- 7.1 Each half term it is the responsibility of the Health and Wellbeing Centre to update the Asthma, Anaphylaxis, Epilepsy, Diabetes and Significant Medical Conditions lists for pupils, or sooner if new information is obtained.
- 7.2 Staff should familiarise themselves with those pupils listed in their class. A reminder of the access details to these pupil lists is circulated to all members of staff at the beginning of each half term or when significant changes are made. The information is found on PGS Online, at the foot of the Health and Wellbeing page, and is marked on iSAMS by a red flag.
- 7.3 In addition, a half-termly meeting of the Nursing Team with the Catering team and Designated Allergy Lead ensures information on pupils, where Anaphylaxis has been recorded, is shared, in addition to updates issued via email.
- 7.4 Staff and visitors over 18 may have chosen to share personal medical information with the Health & Wellbeing Centre and/or to allow its communication to others within the School community. Such instances will normally be managed on a case-by-case basis given the sensitivities of medical, confidential and UK GDPR information involved.

8. First Aiders

- 8.1 A full list of all the School's First Aid qualified staff can be found on PGS Online and an up-to-date list is kept at Reception. This also contains information on the location of First Aid boxes, AED and spare auto-injectors around site.
- 8.2 All Early Years Practitioners and some infant staff have Paediatric First Aid qualifications as required by EYFS. At least one member of the EYFS staff with a Paediatric First Aid Qualification will be on duty at all times when younger children are present, including when on outings.
- 8.3 The Health and Wellbeing Centre is open from 08.15 – 16.00 Monday to Friday during the school term. Cover for after-school activities and during School holidays is provided by a qualified first aider. It is School policy to ensure that there is a First Aid qualified member of staff available across all sites of the School (main site, Upper Junior School and Hilsea) throughout the School day, and at all School activities involving pupils, and to consider such availability for formal activities for staff.
- 8.4 The PGS Code of Professional Conduct for Staff should be referenced for additional information regarding some matters which may have a first aid connection – see paragraph 16 (Associated Policies) below for examples .

9. Further advice on dealing with Emergencies.

- 9.1 These guidelines are designed to enable staff to cope with a medical emergency in the crucial few minutes between the decision to summon the School Nurse (if available) and their arrival on the scene.
- 9.2 Staff should seek to reassure the casualty, make the casualty comfortable and take responsibility for managing the situation. Upon arrival, the School Nurse will assume responsibility for any further action taken. In most instances the casualty should be escorted quickly and safely to the Health and Wellbeing Centre. Should this not be possible, the casualty should be reassured and the Health and Wellbeing Centre contacted. A First Aider may also be called.
- 9.3 Additional advice relating to head injuries and their follow up can be found in the PGS Head Injury Policy and Procedure. This includes the involvement of South Coast Rx Physiotherapy and the School's Graduated Return to Activity & Sport (GRAS).
- 9.4 Additional guidance regarding first aid can be found on the Health and Wellbeing page of PGS Online and in the PGS Health and Wellbeing Centre Handbook; the latter specifically references the management of pupils with significant medical conditions such as asthma / viral wheeze, anaphylaxis, epilepsy and diabetes.

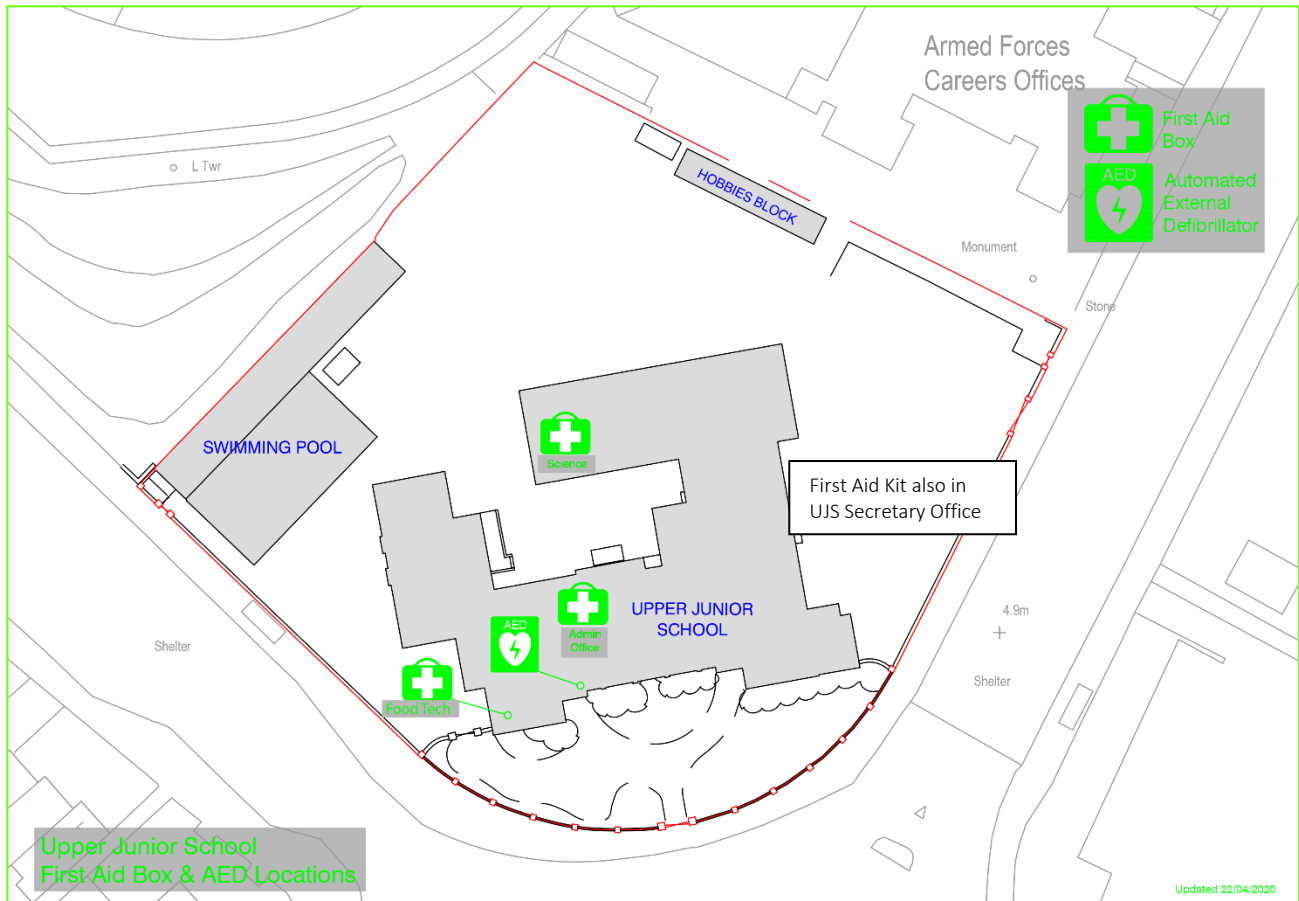
10. First Aid Boxes

10.1 First Aid boxes are located in:

SENIOR SCHOOL	SPORTS	PRE SCHOOL	JUNIOR SCHOOL	UPPER JUNIOR SCHOOL SITE (no longer applicable from September 2026, following relocation)
Senior Reception	Sports Hall	Centrally Held box	2x Playground boxes	UJS Secretary Office
Physics Prep Room	Fitness Suite		Junior School Reception	Playground Box
Chemistry Prep Room	Old Gymnasium		O Block Ground Floor	Food Technology
Biology Prep Room	Hilsea		P Block Upper Floor	Science Lab
Sixth Form Centre			P Block Food Technology	
Gatehouse Drama			R Block Lower Floor	
Cambridge House				
Design and Technology				
Food Technology				
Music Rotunda				
David Russell Theatre				
Maintenance Department				
Main and Sixth Form Kitchens	Hilsea Kitchen			

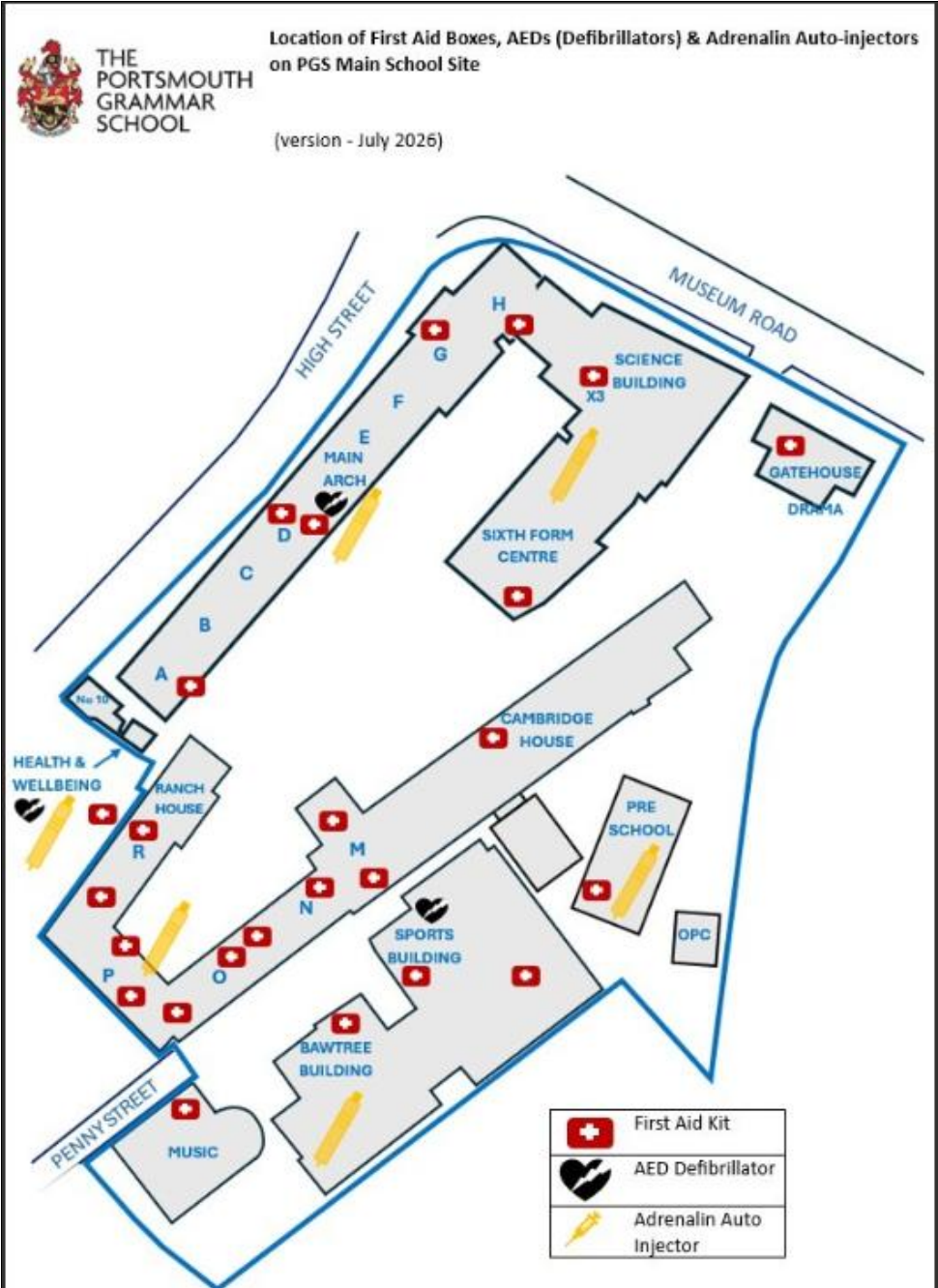
10.2 Maps showing First Aid and AED locations

10.2.1 Upper Junior School (not applicable from September 2026 following relocation (tbc)):



10.2.2 Main Site:

Location of First Aid Boxes, AEDs (Defibrillators) and Adrenalin Auto-injectors on PGS Main School Site (updated July 2026):



See also details in para 11 below
Note: Additional Defibrillator (AED) in Porter’s Lodge:

10.3 Staff in the Health and Wellbeing Centre are responsible for keeping first aid boxes stocked. Main kitchen and Hilsea kitchen first aid boxes now also provided and maintained by the Health and Wellbeing Centre

11. Defibrillators (AED)

Defibrillators are located in:

- the Sports Centre foyer
- Hilsea treatment room
- Upper Junior School left-hand porch (when the building is viewed from the front gate) (until Sept 2026 only, assuming Upper Junior School relocation completed)
- Main Reception lobby, next to Porter's lodge
- the Health and Wellbeing Centre.

The AED is designed to be used by any responsible person in the event of a cardiac emergency - on opening, the AED gives clear guidance for use.

12. EpiPens and Asthma Inhalers

We hold a spare inhaler and autoinjectors, only to be used in emergencies for those pupils on the asthma and anaphylactic lists in the event of their devices not working. These can be found in:

- the Health & Wellbeing Centre
- Junior School Office
- Upper Junior School Secretary Office
- Main School Reception
- Hilsea playing fields
- Pre-School
- Dining Hall office

13. Spillages of bodily fluids

Regarding hygiene procedures for dealing with the spillage of body fluids, see The PGS Health & Wellbeing Centre handbook section 9.4 (see [PGS Online – Staff - School Policies](#)).

14. Reporting of Accidents

In the event of an accident the member of staff originally reporting the accident should fill out an accident report form as soon as is reasonably possible. This form is available on PGS Online (on the Health and Wellbeing page). For trips going overseas, the trip leader should make notes of any accidents and submit when access is available. The form is first submitted electronically to the Health and Wellbeing Centre, who will follow the process and forward to the Estates Operations Manager, Senior Deputy Head and Head of the Junior School and pupil or staff member's file. These are kept as confidential material.

15. RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)

For guidance and requirements relating to RIDDOR, see the Appendix to the PGS Health & Safety Policy

16. Associated Policies

This policy should be read in conjunction with the following associated policies and guidance:

- 16.1 The PGS Health & Wellbeing Centre Handbook
- 16.2 The PGS Allergy & Anaphylaxis Policy
- 16.3 The PGS Head Injury Policy and Procedure (including Graduated Return to Activity & Sport (GRAS))
- 16.4 The PGS Code of Professional Conduct for Staff
- 16.5 The PGS Health & Safety Policy

17. Allocation of Tasks & Version Control

Allocation of Tasks

Task	Allocated to	When / frequency of review
Keeping the policy up to date and compliant with the law and best practice	Medical Centre	As required, and at least annually
Monitoring the implementation of the policy, relevant risk assessments and any action taken in response and evaluating effectiveness	Estates & Operations Bursar	As required, and at least termly
Maintaining up to date records of all information created in relation to the policy and its implementation as required by the GDPR	Medical Centre	As required, and at least termly
Reviewing / receiving input from interested groups (such as pupils, staff, parents) to consider improvements to the School's processes under the policy	Deputy Head (Pastoral)	As required, and at least annually
Formal annual review	Governing Body	Annually

Version Control

Date Approved	26 th June 2026 (Governing Body)
Date Reviewed	15 th June 2026 (Safeguarding Committee, Governing Body)
Date of pre-review	Health & Safety Committee (29 th April 2026) (em) Senior Management Team (27 th April 2026)
Next Review Date	Summer Term 2027
Policy author (SMT)	Deputy Head (Pastoral)
Status	ISI Requirement for Inspection
Report	Health and Safety Report

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