



Portsmouth
High School

GDST
GIRLS' DAY SCHOOL TRUST

First Aid and Medical Procedures

Pre-School, Prep, Senior and Sixth Form

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Part of the Girls' Day School Trust family of schools

First Aid and Medical Procedures
September 2025



Portsmouth High School First Aid and Medical Procedures

Prep (including EYFS)

The full First Aid Policy and Medical Procedures is available on request from the Head's PA at headsec@por.gdst.net

Mrs Ayling (Medical and Wellbeing Officer) is available from 9.00 am to 3.30 pm on a daily basis during term time and is based at the senior school. First Aid is provided at the Prep school office.

Medicines

Administration of Medicines

No medicine can be given without a letter of authorisation. If parents wish for staff to administer medicine they must inform a member of the prep school and complete a medication form at the reception desk. (This includes cough sweets etc.) If you are not delivering your child to school, please email to alert us to the presence of medication in your child's bag and include a letter giving clear details of dosage, times and the medication to be administered.

Any prescribed medicine that needs to be taken during the school day should be sent in the original container as dispensed by the pharmacist clearly labelled with the pupil's name, form and dosage. Staff will then confirm that the medicine has been administered. All medication is kept in the medical room/ prep school office.

No pupil should carry any form of medication for self-administration with the exception of emergency medication such as preventative asthma inhalers and Adrenaline Auto-Injectors (AAI). Girls of a responsible age should carry their own inhaler / AAI. Spare inhalers and AAIs should be kept at school for emergency purposes and these must be clearly named and Paul Marshallsay or Mrs Ayling (Medical and Wellbeing Officer) informed if, at any time, the treatment is changed. In the case of EYFS pupils, the inhaler will be kept in an easily located place within the classroom, out of the reach of pupils. All staff will be made aware of its location.

Should an emergency situation occur and an AAI be required, this will be administered by a first aider and they will lay your daughter down and send for an ambulance. If any deterioration occurs and the ambulance has still not arrived, a second AAI will be administered by the First Aider approximately 5 to 10 minutes after the last application.

Parental / Carer Responsibilities

Parents / carers should inform the school about any conditions or illness that their child suffers from that requires them to take medication whilst at school (including on school trips / educational visits) and provide written consent for the school to administer the medication on the 'Pupil Health Assessment Form' (completed before the pupil joins the school), or on the 'Consent to Administer 'Over-the-Counter Medication' form, or on the 'Consent to Administration Prescribed Medication' form.

Parents / carers should inform the school of any changes in their child's medical needs, condition or illness that results in any changes to the medication, prescription or the support they require.

Staff should check any details provided on the consent forms are consistent with the instructions on the container.

Parents should give any medication required by children under the age of 16 to an appropriate member of school staff. Parents must ensure that the medication is presented in the original packaging with the prescription information on it. This should include details of the medicine to be taken, the child's name and date of birth and the dosage required.

Refusing medicines

If a child refuses to take medicine, or spits it out, staff should not force them to do so, but should note this in their records. Parents should be informed on the same day. If a refusal to take medicines results in an emergency, the school's emergency procedures should be followed.

Procedures for Pupils Who Are Unwell

Absence

Please telephone the school to notify us of your daughter's absence before 9.00 am. A message can be left on the answer phone prior to the office opening at 8.30 am.

In the case of illness or unexpected absence of any kind, the school should be notified as soon as possible on the first morning of absence and on every consecutive day of absence from school by telephone, email or letter. If a pupil is sent home from school, a note for that day is not required. However, if she is absent for any subsequent days, the school should be notified in the normal way. This is particularly important in the case of infectious diseases.

We recommend that the advised exclusion periods for common diseases are followed and if your child is unwell, in the interest of the school community, it would be appreciated if you could keep her at home until she is fully recovered.

Please do not hesitate to contact Mrs Ayling (Medical and Wellbeing Officer) for help or advice, especially if your daughter is returning after a period of illness or has sustained an injury. It is crucial that if your daughter's mobility is affected, the Medical and Wellbeing Officer is contacted in advance of her return to school in order to discuss arrangements and complete a risk assessment.

Parents are reminded of the policy relating to medical confidentiality which forms part of the Pupil's Health Record and permits the Medical and Wellbeing Officer to inform staff of any medical condition that may affect a girl during the school day to enable them to act in her best interest.

Work for Absent Pupil

If your daughter is absent through illness, it is important that she has time to recover. Therefore we will not provide extra work if she is off school for a short period of time. If you expect your

daughter to be absent due to illness for a longer period, please contact the Prep school receptionist who will contact teachers to arrange for suitable work to be provided. Please be aware that this process will take time to organise.

Work cannot be provided in advance for pupils for planned absence due to a family occasion. Under these circumstances, the onus is on the pupil to catch up with missed work as soon as possible.

'Off Games' notes should be sent to the sports staff or form teacher, or alternatively written in the Prep School book / home-school communication book.

Sickness

Any child feeling ill during the day will be monitored and looked after by a member of the Prep school team and remain in school. In the event of a pupil being too unwell to return to their learning the parent will be contacted to collect their daughter, if no parent / guardian is available to collect her immediately then the child will be monitored by staff in the medical room.

The Trust Terms and Conditions which a parent signs when they agree to their daughter joining the school, expressly permits the school to agree to treatment in a hospital when neither parent/guardian can be contacted.

Infection Control and Illness Procedures

If you are aware that your daughter is suffering from, or has been in contact with any infectious or contagious illness or condition, please inform us immediately so that we can take any precautions necessary to minimise the risk of infection to others and also to inform vulnerable persons who may be exposed to the infection. Children who are unwell with an infectious disease should not attend school until the infection has passed, the child is well and she no longer poses a risk of infection to others. There may be instances when it may be necessary to exclude a child or member of staff from school for the individual's well-being and to safeguard other children and adults from infection.

Parents/carers may be asked to collect a child during the day if it appears the child is suffering from any of the conditions listed. The child will be made as comfortable as possible until they are collected.

Please refer to our infectious diseases list at the end of this policy to confirm how long your daughter will need to be absent from school.

The children are shown how to wash hands and put used tissues in the bin. The nursery is cleaned daily and a deep clean is carried out in every holiday.

Children with broken limbs or stitches can return once plaster is set and on receipt of medical advice. In these instances, all possible steps will be taken to ensure a child can take part in as many school activities as possible and an individual risk assessment will be carried out. Parents are asked to discuss this fully with a member of staff before or as their child returns to school.

Accidents and Emergencies

Advice in an emergency

If you witness an incident and the injured person is able to walk, take them to Reception. If the school First Aider is not there send a message to Reception to ask them to contact a First Aider. Do not leave the person unattended.

- If you witness an incident and the injured person does not seem able to move, do not try to help them move; stay with them and send a message to the nearest First Aider or to Reception to ask them to contact a First Aider.
- If a first aider is not available, or the situation requires urgent medical assistance, do not hesitate to call an ambulance and alert Mrs Ayling (Medical and Wellbeing Officer Officer).

Accidents

If a child has an accident she will be treated by a member of the prep school staff, the accident is recorded and parents are informed. This information is stored on CPOMS for all pupils.

If the accident is of a more serious nature then parents will be contacted straight away. Parents are informed if a child receives a bump to the head and are advised of what signs of concussion to look for. The child is given a 'I've bumped my head sticker' and staff are also made aware of the incident via CPOMS.

NB In the event of a medical emergency, staff will act in 'loco parentis'.

There will always be a member of staff with a current first aid qualification to attend to the children's needs.

Injuries at home – EYFS pupils

There is a requirement for schools to be made aware of injuries and accidents that happen in the home as part of Child Protection regulations for EYFS pupils. If your child is injured at home and the injury is enough to cause marking or bruising you will need to inform us in writing.

Accident Reporting

It is a legal requirement that all accidents and significant incidents should be recorded. Therefore, any accident must be reported to Mrs Ayling (Medical and Wellbeing Officer) and recorded on RIVO which is the schools accident reporting system as soon as possible with the exception of very minor accidents which are recorded on CPOMS. The accident recording system is monitored regularly to identify hazards and areas for the prevention of accidents. The school's Health and Safety officer will be kept informed and any serious issues will be brought to the termly meetings of the Health and Safety Committee.

Accidents on school visits and expeditions

Whenever a group of pupils is taken out of school, a first aid kit and trip folder must be taken and kept by the group leader. Trip leaders should check pupil information in advance so that any potential problems can be identified. This information is in the trip folder sent by the office to be downloaded to ipads. This identifies all conditions including hay fever, asthma, epilepsy and

anaphylaxis. Girls of a responsible age are asked to carry their own inhalers/AAls and accompanying staff take the emergency medication.

All accidents should be reported to Mrs Ayling upon return to school and if it has been necessary for a pupil to receive medical treatment from a medical professional, the group leader or accompanying adult should ask for a note describing the treatment, x-rays taken, etc.

All staff are encouraged to familiarise themselves with the school's various policies and advice regarding the management of asthma, epilepsy, diabetes and anaphylaxis and the symptoms of eating disorders (anorexia nervosa and bulimia). In addition, staff need to be aware of the school's Child Protection Policy and the accompanying sub-section General Pupil Welfare, which offers advice with regard to confidentiality.

First Aid Boxes

Notices in various areas of the school give details of first aid box locations and the names of staff qualified in first aid.

The first aid boxes are checked regularly to ensure that they are adequately stocked.

Health and Wellbeing Discussions

Health and wellbeing discussions are arranged for all girls in Reception and Year 7, Year 10 and any pupil who has recently joined the school.

During the discussion the Medical and Wellbeing Officer will ask the parents or girl about her health and mental wellbeing and answer any questions which may arise.

Parents will receive notification of the planned date for the health and wellbeing discussions. Parents are encouraged to contact the Medical and Wellbeing Officer beforehand with any specific concerns they may have and are welcome to accompany their daughters.

School policies on medical conditions

The school has policies on the management of anaphylaxis, asthma, diabetes, eating disorders self-harm and epilepsy. There is also a policy on help in bereavement for pupils. Please do not hesitate to contact Mrs Ayling (Medical and Wellbeing Officer) for further information.

Senior

The full First Aid Policy and Medical Procedures is available on request from the Head's PA at headsec@por.gdst.net

Mrs Ayling (Medical and Wellbeing Officer) and is available from 9.00 am to 3.30 pm on a daily basis during term time.

Mrs Ayling is the first point of call for first aid. Mrs Bartlett (in the library) provides first aid from 4.30 – 6.00pm. In the event of absence the first aider on duty can be found at the office.

Medicines

Administration of Medicines

No medicine can be given without a letter of authorisation. If parents wish for staff to administer medicine during the school day they must write a letter, email or complete a medication form giving clear details of dosage, times and the medication to be administered. This, along with the medicine should be handed to Mrs Ayling (Medical and Wellbeing Officer) upon arrival at school.

A copy of this form can be found on the parent information area of the website.

All medication administered at school is recorded and kept in the medical room.

Any prescribed medicine that needs to be taken during the school day should be sent in the original container as dispensed by the pharmacist clearly labelled with the pupil's name, form and dosage.

No pupil below the Sixth Form should carry any form of medication for self-administration with the exception of medicine needed for emergency treatment for anaphylaxis and asthma.

Spare inhalers and Adrenaline Auto-Injectors (AAIs) should be kept at school for emergency purposes and these must be clearly named and Mrs Ayling (Medical and Wellbeing Officer) informed if, at any time, the treatment is changed.

Should an emergency situation occur and an AAI be required, this will be administered by a first aider. They will lay your daughter down and then send for an ambulance. If any deterioration occurs and the ambulance has still not arrived, a second AAI will be administered by the First Aider approximately 5 to 10 minutes after the last application.

Parental / Carer Responsibilities

Parents / carers should inform the school about any conditions or illness that their child suffers from that requires them to take medication whilst at school (including on school trips / educational visits) and provide written consent for the school to administer the medication on the 'Pupil Health Assessment Form' (completed before the pupil joins the school), or on the 'Consent to Administer 'Over-the-Counter Medication' form, or on the 'Consent to Administration Prescribed Medication' form.

Parents / carers should inform the school of any changes in their child's medical needs, condition or illness that results in any changes to the medication, prescription or the support they require.

Staff should check any details provided on the consent forms are consistent with the instructions on the container.

Parents should give any medication required by children under the age of 16 to an appropriate member of school staff. Parents must ensure that the medication is presented in the original packaging with the prescription information on it. This should include details of the medicine to be taken, the child's name and date of birth and the dosage required.

Refusing medicines

If a child refuses to take medicine, or spits it out, staff should not force them to do so, but should note this in their records. Parents should be informed on the same day. If a refusal to take medicines results in an emergency, the school's emergency procedures should be followed.

Procedures for pupils who are unwell

Absence

Please telephone the school to notify us of your daughter's absence before 9.00 am. A message can be left on the answer phone prior to the office opening at 8.30 am.

In the case of illness or unexpected absence of any kind, the school should be notified as soon as possible on the first morning of absence and on every consecutive day of absence from school by telephone, email or letter. If a pupil is sent home from school, a note for that day is not required. However, if she is absent for any subsequent days, the school should be notified in the normal way. This is particularly important in the case of infectious diseases.

We recommend that the advised exclusion periods for common diseases are followed and if your child is unwell, in the interest of the school community, it would be appreciated if you kept her at home until she is fully recovered.

Please do not hesitate to contact Mrs Ayling (Medical and Wellbeing Officer) for help or advice, especially if your daughter is returning after a period of illness or has sustained an injury. It is crucial that if your daughter's mobility is affected, the Medical and Wellbeing Officer is contacted in advance of her return to school in order to discuss arrangements and complete a risk assessment.

Parents are reminded of the policy relating to medical confidentiality which forms part of the Pupil's Health Record and permits the Medical and Wellbeing Officer to inform staff of any medical condition that may affect a girl during the school day to enable them to act in her best interest.

Work for absent pupils

If your daughter is absent through illness, it is important that she has time to recover. Therefore if the absence is for less than a week please do not contact school for missed work. Your daughter is not expected to complete missed work in Years 7-9 but should photocopy/photograph key pieces. In Years 10-13 they should catch up with missed work on her return and is expected to liaise with her tutor to help her manage this realistically. In most cases photocopying missed work is sufficient.

If you expect your daughter to be absent due to illness for a longer period, please contact Mrs Dale (Pastoral Support Officer) who will aim to arrange for suitable work to be provided. Several days' notice is needed to organise this and work will need to be collected from her in the office. Alternatively, many students find their peers will collect work on their behalf.

In the event of extended absence, it is important that your daughter plans the work she needs to catch up on carefully on her return and discusses this with her tutor so that it can be prioritised appropriately. A booklet to help her plan this is available, if requested, from Mrs Dale..

Work cannot be provided in advance for pupils for planned absence due to a family occasion. Under these circumstances, the onus is on the pupil to catch up with missed work as soon as possible.

Sickness

In the event of a pupil feeling unwell she should report to the supervising teacher at the time (form tutor or subject teacher). If a pupil feels unwell at break or lunch time they should report directly to Mrs Ayling (Medical and Wellbeing Officer). Mrs Ayling will make an assessment, treat or monitor the symptoms presented, after which the pupil will return to class or arrangements will be made for her to be sent home. Pupils should NOT phone home to request collection. The Medical and Wellbeing Officer, or someone deputising for her, will make the decision as to whether a girl is well enough to remain in school.

In the event of a pupil being too unwell to return to class, but there being no parent / guardian available to collect her immediately, Mrs Ayling (Medical and Wellbeing Officer) will remain responsible for her until collection or the end of the school day.

The Trust Terms and Conditions which a parent signs when they agree to their daughter joining the school, expressly permits the school to agree to treatment in a hospital when neither parent/guardian can be contacted.

Infection Control and Illness Procedures

If you are aware that your daughter is suffering from, or has been in contact with any infectious or contagious illness or condition, please inform us immediately so that we can take any precautions necessary to minimise the risk of infection to others and also to inform vulnerable persons who may be exposed to the infection.

Children who are unwell with an infectious disease should not attend school until the infection has passed, the child is well and she no longer poses a risk of infection to others.

There may be instances when it may be necessary to exclude a child or member of staff from school for the individual's well-being and to safeguard other children and adults from infection. Parents/carers may be asked to collect a child during the day if it appears the child is suffering from any of the conditions listed. The child will be made as comfortable as possible until they are collected.

Please refer to our infectious diseases list at the end of this handbook to confirm how long your daughter will need to be absent from school.

Children with broken limbs or stitches can return once plaster is set and on receipt of medical advice. In these instances, all possible steps will be taken to ensure a child can take part in as many school activities as possible and an individual risk assessment will be carried out. Parents are asked to discuss this fully with a member of staff before or as their child returns to school.

Accidents and Emergencies

Advice in an emergency

If you witness an incident and the injured person is able to walk, take them to the medical room. If the school Medical and Wellbeing Officer is not there send a message to Reception to ask them to contact a First Aider. Do not leave the person unattended.

- If you witness an incident and the injured person does not seem able to move, do not try to help them move; stay with them and send a message to the nearest First Aider or to Reception to ask them to contact a First Aider.
- If a first aider is not available, or the situation requires urgent medical assistance, do not hesitate to call an ambulance.

Accidents

If a child should have an accident or bump to the head during the school day and they are able to walk, they will be taken to the medical room and first aid treatment will be provided by the Medical and Wellbeing Officer or in her absence any First Aider. If a child is unable to move, a member of staff will contact the Medical and Wellbeing Officer or First Aider to attend to the child. Details of the accident, including the time and date are logged and recorded on the school's accident reporting system. If the accident is of a serious nature, parents will be informed straight away.

If a pupil receives a bump to the head, which does not appear serious enough to require hospital treatment, they will be given a head injury card showing what signs to look for. If the head injury is of a more serious nature then an ambulance will be called or parents contacted to take the child to hospital.

NB In the event of a medical emergency, staff will act in 'loco parentis'.

There will always be a member of staff who is first aid trained to attend to the children's needs.

Accident Reporting

It is a legal requirement that all accidents and significant incidents should be recorded. Therefore, any accident must be reported to Mrs Ayling (Medical and Wellbeing Officer) and recorded on RIVO which is the school's accident reporting system as soon as possible with the exception of very minor accidents which are recorded on CPOMS. The accident recording system is monitored regularly to identify hazards and areas for the prevention of accidents. The school's Health and Safety officer will be kept informed and any serious issues will be brought to the termly meetings of the Health and Safety Committee.

Accidents on school visits and expeditions

Whenever a group of pupils is taken out of school, a first aid kit and trip folder must be taken and kept by the group leader. Trip leaders should check pupil information in advance so that any potential problems can be identified. This information is in the trip folder sent by the office to be downloaded to ipads. This identifies all conditions including hay fever, asthma, epilepsy and anaphylaxis.

All accidents should be reported to Mrs Ayling (Medical and Wellbeing Officer) upon return to school and if it has been necessary for a pupil to receive medical treatment from a medical professional, the group leader or accompanying adult should ask for a note describing the treatment, x-rays taken, etc.

All staff are encouraged to familiarise themselves with the school's various policies and advice regarding the management of asthma, epilepsy, diabetes and anaphylaxis and the symptoms of eating disorders (anorexia nervosa and bulimia). In addition, staff need to be aware of the school's Child Protection Policy and the accompanying sub-section General Pupil Welfare, which offers advice with regard to confidentiality.

First Aid Boxes

Notices in the staff room, specialist departments and corridors give details of first aid box locations and the names of staff qualified in first aid. The Medical and Wellbeing Officer will regularly check the first aid boxes to check that they are adequately stocked.

Health and Wellbeing Discussions

Health and wellbeing discussions are arranged for all girls in Yr7, Yr10 and any pupil who has recently joined the school. The medical and Wellbeing Officer will ask the girl about her health and her mental wellbeing and answer any questions which may arise.

Parents are encouraged to contact the Medical and Wellbeing Officer beforehand with any specific concerns they may have and are welcome to accompany their daughters.

School policies on medical conditions

The school has policies on the management of anaphylaxis, asthma, diabetes, eating disorders self-harm and epilepsy. There is also a policy on help in bereavement for pupils. Please do not hesitate to contact Mrs Ayling (Medical and Wellbeing Officer) for further information.

Date: September 2025

Review Date: September 2026

Medical and Wellbeing Officer

First Aid - Advised Exclusion Periods for Common Disease

Infection	Exclusion period	Comments
Athlete's foot	None	Athlete's foot is not a serious condition. Treatment is recommended.
Chicken pox	Five days from onset of rash and all the lesions have crusted over	
Cold sores (herpes simplex)	None	Avoid kissing and contact with the sores. Cold sores are generally mild and heal without treatment
Conjunctivitis	None	If an outbreak/cluster occurs, consult your local HPT
Diarrhoea and vomiting	Whilst symptomatic and 48 hours after the last symptoms.	See section in chapter 9
Diphtheria *	Exclusion is essential. Always consult with your local HPT	Preventable by vaccination. Family contacts must be excluded until cleared to return by your local HPT
Flu (influenza)	Until recovered	Report outbreaks to your local HPT.
Glandular fever	None	
Hand foot and mouth	None	Contact your local HPT if a large numbers of children are affected. Exclusion may be considered in some circumstances
Head lice	None	Treatment recommended only when live lice seen
Hepatitis A*	Exclude until seven days after onset of jaundice (or 7 days after symptom onset if no jaundice)	In an outbreak of hepatitis A, your local HPT will advise on control measures
Hepatitis B*, C*, HIV	None	Hepatitis B and C and HIV are blood borne viruses that are not infectious through casual contact. Contact your local HPT for more advice
Impetigo	Until lesions are crusted /healed or 48 hours after starting antibiotic treatment	Antibiotic treatment speeds healing and reduces the infectious period.
Measles*	Four days from onset of rash and recovered	Preventable by vaccination (2 doses of MMR). Promote MMR for all pupils and staff. Pregnant staff contacts should seek prompt advice from their GP or
Meningococcal meningitis*/ septicaemia*	Until recovered	Meningitis ACWY and B are preventable by vaccination (see national schedule @ www.nhs.uk). Your local HPT will advise on any action needed
Meningitis* due to other bacteria	Until recovered	Hib and pneumococcal meningitis are preventable by vaccination (see national schedule @ www.nhs.uk) Your local HPT will advise on any action needed
Meningitis viral*	None	Milder illness than bacterial meningitis. Siblings and other close contacts of a case need not be excluded.
MRSA	None	Good hygiene, in particular handwashing and environmental cleaning, are important to minimise spread. Contact your local HPT for more information
Mumps*	Five days after onset of swelling	Preventable by vaccination with 2 doses of MMR (see national schedule @ www.nhs.uk). Promote MMR for all pupils and staff.

Infection	Exclusion period	Comments
Ringworm	Not usually required.	Treatment is needed.
Rubella (German measles)	Five days from onset of rash	Preventable by vaccination with 2 doses of MMR (see national schedule @ www.nhs.uk). Promote MMR for all pupils and staff. Pregnant staff contacts should seek prompt advice from their GP or midwife
Scarlet fever	Exclude until 24hrs of appropriate antibiotic treatment completed	A person is infectious for 2-3 weeks if antibiotics are not administered. In the event of two or more suspected cases, please contact local health
Scabies	Can return after first treatment	Household and close contacts require treatment at the same time.
Slapped cheek /Fifth disease/Parvo virus B19	None (once rash has developed)	Pregnant contacts of case should consult with their GP or midwife.
Threadworms	None	Treatment recommended for child & household
Tonsillitis	None	There are many causes, but most cases are due to viruses and do not need an antibiotic treatment
Tuberculosis (TB)	Always consult your local HPT BEFORE disseminating information to staff/parents/carers	Only pulmonary (lung) TB is infectious to others. Needs close, prolonged contact to spread
Warts and verrucae	None	Verrucae should be covered in swimming pools, gyms and changing rooms
Whooping cough (pertussis)*	Two days from starting antibiotic treatment, or 21 days from onset of symptoms if no antibiotics	Preventable by vaccination. After treatment, non-infectious coughing may continue for many weeks. Your local HPT will organise any contact tracing

***denotes a notifiable disease. It is a statutory requirement that doctors report a notifiable disease to the proper officer of the local authority (usually a consultant in communicable disease control).**

Health Protection Agency (2010) Guidance on Infection Control in Schools and other Child Care Settings. HPA: London.