

MAIN RECEPTION



medicaltracker

First-aid Inspection Preparedness Checklist

If Ofsted arrived tomorrow morning, would your medical and first-aid processes stand up to scrutiny?

+44 (0) 203 868 0776
www.medicaltracker.co.uk
support@medicaltracker.co.uk



medicaltracker

This checklist is designed to help schools assess how prepared they are in relation to inspection expectations around safeguarding, health, safety, and pupil welfare.

Tick each box that is relevant to you, and an indicative readiness score based on internal systems confidence is provided at the end of this document. Preparedness scoring:

+2 points +1 points 0 points

Record keeping and incident management

- Are all medical incidents recorded consistently and legibly?
- Can you retrieve a pupil's full medical history within minutes?
- Are incident records centrally stored and securely accessible?
- Is there a clear audit trail for every recorded incident?
- Can you evidence patterns or repeat incidents over time?
- Are near misses recorded and reviewed?



Consider:

If asked, could you demonstrate trends or hotspot analysis quickly?

Safeguarding and pupil welfare

- Can you promptly access relevant medical history?
- Are recurring injuries flagged and monitored?
- Are mental health/well-being concerns monitored?
- Are IHCPs securely stored and easily accessible?
- Can staff demonstrate awareness of pupils with medical needs?



Consider:

Would inspectors see a proactive approach, or reactive documentation?

Medication and healthcare management

- Are medication logs up-to-date and complete?
- Do you have alerts for medication expiry dates?
- Is parent consent securely recorded and accessible?
- Can you evidence safe storage and administration procedures?
- Is there clarity over who administered medication and when?



Consider:

Could you confidently evidence compliance in this area without searching through files?



medicaltracker

Staff training and first-aid provision

- Do you know when all first-aid qualifications expire?
- Can you evidence sufficiently trained staff are always on site?
- Is training coverage reviewed regularly?
- Can you demonstrate proactive planning for first-aid provision?



Consider:

Would you be able to show a clear, up-to-date overview instantly?

Parent communication

- Are parents informed consistently and promptly after incidents?
- Is there a reliable system for documenting parent communication?
- Can you provide communication records if requested?



Consider:

Does your communication process build confidence and is it measurable?

Leadership oversight and governance

- Can senior leaders easily access summary reports?
- Do governors or trustees receive health & safety data?
- Can you evidence how medical data informs decision-making?
- Are incident trends reviewed termly?



Consider:

Does your medical data support strategic leadership discussions?

Compliance and data security

- Are medical records GDPR compliant?
- Is access controlled appropriately by role?
- Is sensitive information securely stored?
- Are systems resilient to loss, damage, or human error?



Consider:

Would your current system withstand scrutiny from both an inspector and a data protection officer?



medicaltracker

If Ofsted arrived tomorrow...

- Where would you feel most confident?
- Where might there be friction?
- Which processes rely heavily on individuals rather than systems?
- How quickly could you produce evidence on request?

48–60 Points - Strong system confidence

Your school appears to have structured, accessible, and consistent medical systems in place. You would likely be able to evidence your approach quickly and confidently.

Focus: Continue reviewing and strengthening oversight processes.

30–47 Points Operationally functional, but potential gaps

Your school may have processes in place, but there may be inconsistencies, manual dependencies, or limited visibility into oversight.

Focus: Standardisation, accessibility, and reporting confidence.

Below 30 Points - High reliance on informal or manual systems

Your medical processes may rely heavily on paper, individuals, or fragmented systems. Evidence retrieval, trend monitoring could present challenges under inspection pressure.

Focus: Systemisation, documentation consistency, and oversight visibility.