

MAIN RECEPTION



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Medical Reporting Effectiveness Checklist

Would your current system stand up to scrutiny tomorrow?

+44 (0) 203 868 0776

www.medicaltracker.co.uk

support@medicaltracker.co.uk



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First-aid and medical reporting sit at the intersection of safeguarding, compliance, parental confidence, and leadership oversight. This checklist is designed to help senior leaders assess the robustness, consistency, and inspection-readiness of their current medical reporting processes.

Yes **+2 points**

No **+1 points**

Partially **0 points**

Incident recording and consistency

Tick one for each statement:

- All incidents are recorded in a consistent, structured format. Yes Partially No
- Records are legible, complete, and standardised across all staff. Yes Partially No
- Incidents can be retrieved within minutes when requested. Yes Partially No
- Near misses are recorded as well as actual injuries. Yes Partially No
- There is a clear audit trail for who logged each incident. Yes Partially No

Safeguarding and pattern monitoring

- Repeat injuries or recurring patterns are easily identifiable. Yes Partially No
- Safeguarding leads can access relevant medical history promptly. Yes Partially No
- Incident locations can be analysed for trends. Yes Partially No
- Vulnerable pupils' medical histories are accessible when needed. Yes Partially No
- Medical data informs safeguarding or pastoral discussions. Yes Partially No

Parent communication

- Parents are informed consistently following medical incidents. Yes Partially No
- Communication records are stored alongside the incident. Yes Partially No
- There is an audit trail of when and how parents were notified. Yes Partially No
- Communication processes are consistent across all staff. Yes Partially No



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Medication and healthcare plans

- Medication administration is accurately and securely logged.
- Expiry dates for medication are monitored proactively.
- Individual Healthcare Plans are securely stored and accessible.
- There is clarity over who administered medication and when.

Tick one for each statement:

Yes Partially No

Yes Partially No

Yes Partially No

Yes Partially No

Staff training and provision

- You know when first-aid qualifications expire.
- There is always appropriate first-aid cover across the site.
- Training records are centrally accessible.
- Compliance can be evidenced quickly if requested.

Yes Partially No

Yes Partially No

Yes Partially No

Yes Partially No

Leadership oversight and governance

- Senior leaders can easily access summary incident data.
- Governors or trustees receive health and safety reporting.
- Trends are reviewed termly at the leadership level.
- Data can be exported for inspection or audit purposes.

Yes Partially No

Yes Partially No

Yes Partially No

Yes Partially No

40–52 Points - Strong system confidence

Your medical reporting processes appear structured, accessible, and leadership-ready.

25–39 Points - Operational but vulnerable

Processes are functional but may rely on manual effort, fragmented systems, or individual heroics.

Below 25 Points - High reliance on informal systems

Your school may face challenges producing consistent, inspection-ready evidence quickly.



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How did you do?

Medical reporting should do more than document incidents. It should provide clarity, confidence, and oversight.

If reviewing this checklist has raised questions about consistency, visibility, or compliance, it may be time to assess whether your current system is truly fit for purpose.

Medical Tracker supports over 3,300 schools across the UK in standardising and strengthening medical reporting processes. We are now the leading

For further information, visit: www.medicaltracker.co.uk

"If you are thinking about using Medical Tracker for your school, my advice would be to go for it!"

School Business Manager, Russell Lower School

Our data security certifications:



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