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Principal

To inspire and motivate all pupils and staff who learn and work together to aspire to endless possibilities.

October 2025

Dear Parents and Carers,

Re: First Aid Incidents and IHCPs

We would like to inform you about some updates to the way we manage first aid incidents and the administration of medication at our school.

Over the past year, we have been using an online platform called Medical Tracker to record and manage injuries, illnesses, individual healthcare plans (IHCPs), and medication administration. We are now expanding its use to include parent notifications.

Starting from Monday 27th October, if your child receives first aid at school for a minor injury, you will receive an email notification with details of the incident and the care provided. This will help keep you informed in a timely and consistent manner.

For head injuries, our current procedures will remain in place: you will receive a phone call home, and your child will be given a red wristband to alert staff and parents to monitor them closely.

In the case of more serious injuries or illnesses, such as those requiring your child to go home or seek medical attention from a GP or hospital, we will continue to contact you directly by phone.

We will also be using Medical Tracker to notify you when your child's medication held in school is running low or approaching its expiry date, helping ensure that we always have the necessary medication available when needed.

Please note that only pupils with medical conditions and/or those who require regular or emergency medication will need an Individual Healthcare Plan (IHCP). These plans will now be managed digitally through Medical Tracker, removing the need for paper copies to be sent between home and school.

If you are unsure whether your child has an IHCP or would like further clarification, please contact the school via the school office email.

We believe this updated approach will enhance communication, improve safety, and streamline the way we manage health and medical needs across the school.

Thank you for your continued support.

Yours faithfully

Liz Hymus
Deputy Principal & Safeguard Lead

Kent special educational needs trust
Kent & Medway Music Hub Lead School
LPPA Leading Parent Partnership Award