

29<sup>th</sup> October 2021

Dear Parent / Carer,

**Re: First Aid Incident and Medication Administration Notifications**

As you know we try very hard to keep parents and carers regularly informed about first aid incidents and medication administration at school. Sending paper notifications home can be rather 'hit and miss' with notifications often going astray along the way.

To help make improvements in these areas we have decided to use a service called Medical Tracker. Medical Tracker not only allows us to inform parents/carers of first aid incidents and medication administration by email but it also allows us to analyse the data we record.

Medical Tracker will be beneficial to you because:

- We can record and track first aid incidents that involve your child
- We can record and track medication administration that involves your child
- You can be notified immediately after a first aid incident by email
- You can be notified immediately after medication has been administered by email

**To use Medical Tracker effectively we need to ensure we have update to date email addresses to use to notify you of incidents. Please ensure that the school office are advised of any changes to your contact information as soon as possible.**


Please be assured that Medical Tracker is registered with the Data Protection Registrar and guarantees that all information you provide will be kept private and will not be passed on to any other organisation.




**Important** – When we start using Medical Tracker, email messages will be sent from **donotreply@medicaltracker.co.uk**. Please add this address to your email address books (or approved sender list) to prevent messages from being blocked by your SPAM/JUNK filters.

Yours faithfully,

Mr C. O'Sullivan  
Pastoral Director

Principal: Mr A. Crofts BA (Hons), PGCE, NPQH, NPQEL

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