

12th November 2021

Dear Parents / Carers

Re: First Aid Incident and Medication Administration Notifications

As you know we try very hard to keep parents regularly informed about first aid incidents and medication administration at school.

To help make improvements in these areas we have decided to use software called Medical Tracker starting **Monday 15th November 2021**. 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 you keep us updated with email addresses as we will use the email address for the first priority on your child's profile to notify you of incidents.

We will also call you, if we deem it necessary, for your child to go home or if they need further medical attention.

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 sincerely



James Gentile
Headteacher

