



12th November 2024

Dear Parents/Carers,

Re: First Aid Incidents and Medication Administration Notifications

We strive to keep you well-informed about any first aid incidents and medication administration involving your child at school. To improve communication in these areas, we are introducing a new system called Medical Tracker. This platform allows us to notify you of first aid incidents and medication administration by email and helps us to monitor any patterns of first aid.

For serious injuries, we will continue to contact you by phone. Email notifications will be used for minor injuries, such as bumps, grazes, and small cuts, including minor head bumps. For more significant head bumps, your notification will include information on signs of concussion as a precaution. Please note, if you receive a first aid notification, it means that your child has been assessed and is well enough to remain in school; the notification is for informational purposes only.

Rest assured, Medical Tracker is registered with the Data Protection Registrar and guarantees that all information will be kept private and secure, with no data shared with outside organisations.

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,

Mrs E Marks
Headteacher