



8<sup>th</sup> January 2024

Dear Parents/Carers

### **First Aid Incidents and Administering of Medication Notifications**

This term we are pleased to introduce the system, Medical Tracker, which informs parents/carers via email of first aid incidents and administering of any prescribed medication.

Medical Tracker will be beneficial because:

- We can record and track first aid incidents that involve your child
- We can record and track the administering of prescribed medication that involves your child
- You can be notified via email immediately after a first aid incident
- You can be notified via email immediately after medication has been administered – where prescribed medication is to be administered more than three times a day/a child has an individual care plan.
- If your child requires a care plan in school, this can be managed electronically

In the event the school deemed your child to not be well enough to remain at school, you would still be contacted through a phone call.

Notifications will be sent to your child's primary email contact as registered on Arbor. You will receive these 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.

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.

Our use of Medical Tracker will start from tomorrow Tuesday 9<sup>th</sup> January, so green notes will no longer be sent home.

Yours sincerely  
Tom Coe  
Assistant Principal/SENCO

