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Head teacher: Mrs Rachel Worsfold



26<sup>th</sup> May 2023

Dear Families,

### Re: First Aid Incidents and Medication Administration Notifications

We try very hard to keep parents regularly informed about first aid incidents. Sending paper notifications home can be rather 'hit and miss' with notifications often going astray along the way.

We are also increasingly aware of the substantial cost, time and environmental impact associated with the amount of paper involved with this.

To help make improvements in these areas we have decided to start using 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. When we return after half term you will start to see accident slips being email to you rather than a paper slip coming home. There will be a period when we are changing over systems so for a while you may receive a paper slip or an e mail.

Medical Tracker is beneficial to parents 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

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.

Please ensure you keep the school updated with any changes to your email address or if you are having any issues receiving emails from us.

Yours sincerely,

A handwritten signature in blue ink that reads 'RWorsfold'.

Mrs R Worsfold  
Headteacher

***The Tithe Farm Way:***

*Resilient pupils who have a life-long love of learning and are ready, respectful and safe in their choices.*