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20 October 2023

Medical Tracker

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 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

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.

As this is our way forward, it is essential that we have an up to date email and phone number for you. We now have the SIMS lite app, which enables you to update your contact information at any time. We urge you to check that all details are current. Thank you.

Recently, we have updated our Supporting Pupils in School with Medical needs Policy. You will find a copy of this on the school website.

Important – When we start using Medical Tracker on Monday 23 October, 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

Jenny Pashley

Headteacher

Westroyd Primary School and Nursery is committed to safeguarding and promoting the wellbeing of all children.