**SS John & Monica Catholic Primary School**

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**First Aid Incident and Medication Administration - Medical Tracker**

Dear Parent/ Carer,

As you know, we try very hard to keep parents regularly informed about first-aid incidents and medication administration at school. Sending paper notifications home can sometimes go astray along the way. We are also increasingly aware of the substantial cost, time and environmental impact of the amount of paper and photocopying involved. To help make improvements in these areas, we have decided to use a service called Medical Tracker. Medical Tracker allows us to inform parents/carers of first aid incidents and medication administration by email and 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

For Medical Tracker, we will use the email address on the school system to notify you of incidents. 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 not 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.

While the system is being set up and staff receive training, we will use both systems (the old paper first aid slips and Medical Tracker emails) until we fully move over to the digital Medical Tracker system.

Yours sincerely,



Mrs. M.Elliott

Head Teacher