



HEATH FIELDS PRIMARY SCHOOL

Inspire Achieve Celebrate

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Website: www.heathfields.derbyshire.sch.uk

Head of School Miss Sophie McBride

21st March 2023

Dear Parent/ Carer,

Re: First Aid Incident and Medication Administration Notifications

To improve the way you are informed about any accidents, illness or administration of medication we will be using an electronic recording and notification system called Medical Tracker from Monday 27th March 2023

Medical Tracker will allow us to inform parents/carers of first aid incidents and medication administration by **email**. We will no longer be sending home paper accident notes or bumped head notes.

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**

To use Medical Tracker effectively, we need to have your up to date email address. If you think the email address we have on record is out of date please contact the office so we can update our records.

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. Thank you.

Yours sincerely,

Mark Whyman

