



Park Hall Infant Academy

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Executive Head Teacher & CEO: Ms K Bracebridge BSc (Hons) QTS, NPQH, NPQEL
Head of School: Mrs S Hand BA (Hons) in Education NPQH

Dear Parent/ Carer

Re: First Aid Incident and Medication Administration Notifications

We are always looking for ways to improve how we communicate with parents and keep you informed about first aid incidents and medication administration at school.

Currently, we send paper notifications home, but we recognise that these may not always reach parents as quickly as we would like.

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 will be notified after a first aid incident by email
- You will be notified after medication has been administered by email

To use Medical Tracker effectively we need to collect the best email address to use to notify you of incidents. Please fill in the slip below and return it to the school office as soon as possible.

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 – Once Medical Tracker is rolled out to all parents, email messages will be sent from donotreply@medicaltracker.co.uk. Please add this address to your email address book (or approved sender list) to help prevent important messages from being blocked by your SPAM/JUNK filters.

Yours sincerely

Mrs S Hand
Head of School