



Wheeler's Lane Primary School, Wheeler's Lane, Kings Heath, Birmingham, B13 0SF
Tel: 0121 464 2551 Fax: 0121 464 4026
enquiry@wlprimary.co.uk

Dear Parents and Carers,

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. Sending paper notifications home can be rather 'hit and miss' with notifications sometimes going astray along the way.

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

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 and 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

To use Medical Tracker effectively we need to collect the best email address to use to notify you of incidents. If you have recently changed your email address, please inform the school office.

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.

We will start using Medical Tracker when we return on Monday 6th November, there may be some issues as we transition to the new system but we feel it will improve our communication with you and improve our monitoring of accidents in school.

Yours sincerely

Mrs Sumner

Deputy Head Teacher