



LEAGRAVE PRIMARY SCHOOL



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‘STRIVING FOR EXCELLENCE, LEARNING FOR LIFE’

Wednesday 10th September 2025

First Aid Incident and Medication Administration Notifications

Dear Parents/Carers,

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 often 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 photocopying 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/ 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 addresses 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 – 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.

Yours sincerely

Mrs E Gillespie
Headteacher



Medical Tracker
First Aid Incident and Medication Administration Notifications – Reply Slip

Child's name:

Class:

Parent/Carer 1:

Parent/Carer 1 name:

Email address:

Parent/Carer 2:

Parent/Carer 2 name:

Email address:

Signed:(Parent/Carer)

Date: