



Sacred Heart Catholic Primary School & Nursery
 Headteacher Mr C Beazeley
 Windermere Road, Southend on Sea, Essex, SS1 2RF
 Phone: 01702 534546
 Email: office@sacredheart.southend.sch.uk



November 2023

Dear Parent/ Carer,

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 is not always the most efficient method of reporting incidents to parents.

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 after a first-aid incident by email
- You can 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 only fill in the slip below and return it to the school office as soon as possible if your contact details have changed recently.

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

Mr Mike Smith
 Assistant Headteacher
 Sacred Heart Catholic Primary School and Nursery

 Child's name:
 Class:
 Parent/ Carer: Parent/ Carer name:
 Email address:

Headteacher: Mr C Beazeley
 Part of the Assisi Catholic Trust Ltd,
 Registered address: Kenilworth Gdns, Leigh on Sea, Essex SSO 0BW
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