



8 Dunsham Lane, Aylesbury, Buckinghamshire, HP20 2DB

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Monday, 18 May 2026

Dear Parents/ Carers,

Re: First Aid Incidents 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.

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. Notifications via email will start from **Tuesday, 2 June 2026**.

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. Please contact the school office and give them your email address if you are not currently receiving emails from the school.

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.

After half term, you will no longer receive text messages regarding first aid incidents; however, we will continue to inform you by telephone if your child has head bump.

Yours sincerely

Elmhurst School