

Wednesday 16th March 2022

Dear Parent/ Carer

Re: First aid incidents and medication administration notifications

The department for Education guidelines state that we have a statutory duty to keep you informed about first aid incidents involving your child and medication administration at school. **This letter is to notify you that very soon we will be sending medical notifications to parents via email instead of a paper copy.**

We currently use Medical Tracker to accurately and securely log details regarding your child's medical conditions, medication, care plans, medication expiry, day-to-day incidents and any first-aid administered. Medical Tracker is GDPR compliant and medical data is already stored securely however, we feel that updating you of any notification directly by email is even more secure than informing you by letter. It also allows us to update you more rapidly and as soon as any incident occurs and when your child's medication is near expiring. Additionally, it helps reduce environmental impact and administration costs. The procedure for all head injuries and accidents which need a call home remain the same.

We hope to implement these changes by Monday 18th April 2022 but we need some information from you. To use Medical Tracker effectively we need you to ensure your contact email address is up to date. To do this you can either log onto your 'Parent Arbor App' (where you can view the email address we have on record for you and make changes if necessary). You can also access Arbor using your internet browser. Please [click here](#) to confirm the email address we have for you is up to date.

Please be aware that only the first priority contact will receive the email notification.

We would ask that you do this by **Friday 1st April 2022.**

When we start using Medical Tracker as of Tuesday 19th April 2022, 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.

Your Sincerely

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Lead Medical Officer