



# St Cuthbert's Catholic Primary School & Nursery

30 Church Road Liverpool L13 2BA

Head Teacher Mrs Claire Bellis-Knox

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*In love with Christ; Be the best I can. Be kind to one another.*

21.1.25

## Medical Tracker

### First Aid Incident and Medication Administration Notifications

Dear Parent/ Carer,

In a bid to ensure a consistent and timely approach to informing parents & carers about first aid incidents and medication administration at school, we have decided to transition over to a paperless 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

**In order to use Medical Tracker effectively, we need to ensure that we have your most frequently accessed email address. This will be used to notify you of incidents. Please complete the proforma below and return it to the school office by Monday 27<sup>th</sup> January 2025.**

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](mailto: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  
Claire Bellis-Knox  
Head Teacher & Designated Safeguarding Lead

## Medical Tracker

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

