



27th June 2025

Dear Parents and Carers

Re: First Aid Incident and Medication Administration Notifications

We are writing to let you know about an important improvement we are making to the way we record and communicate first aid incidents and medication administration at school. As you know, we try very hard to keep parents regularly informed when their child receives first aid or is given medication during the school day.

To help make improvements in these areas we will be using a service called Medical Tracker. Medical Tracker not only allows us to inform parents and 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

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.

In the event of a serious medical incident in school, we will of course contact you by telephone, but for the more day-to-day minor injuries, you will receive an email alert. Over the remaining weeks of this term, we will be phasing out our current paper-based system, with the plan that from September, all incidents will be logged on Medical Tracker. We hope this change will not only improve the accuracy and speed of our communications but also make things more convenient for you.

Medical Tracker is set up to alert the parent/carer email address currently registered on our school MIS system. This will be the email address you currently receive all school communication from. If you are concerned that you do not receive updates, please contact MIS@lymmhigh.org.uk.

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.

We are confident that Medical Tracker will provide a more efficient, secure, and environmentally friendly way to keep you informed and to support the health and wellbeing of all students.

If you have any questions, or need further information, please don't hesitate to contact MIS@lymmhigh.org.uk.

Yours sincerely,

A handwritten signature in black ink, consisting of a stylized 'H' followed by a wavy line.

Mrs Jennings
Deputy Headteacher: Behaviour and Attendance