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18th September 2020

Dear Parents and Carers

First Aid Incident Notifications and Medical Administration

As per the DfE guidelines, we must keep you informed about first aid incidents involving your child together with keeping a log of prescribed medication administered. As you know, this has previously been done on a paper-based system (bump notes).

This letter is to notify you that we are moving to an online system called Medical Tracker. Medical Tracker allows us to automatically log details regarding your child's medical conditions, medications, care plan, medication expiry and day-to-day incidents together with details of first aid administered.

Medical Tracker is GDPR compliant and all supporting documentation about how they securely process and store data in line with the law, is available on their website www.medicaltracker.co.uk

Notifications are sent via email so we would ask you to ensure your email address is up to date on our records. Once the system is up and running on the 21st September 2020, your email messages will be sent from **donotreply@medicaltracker.co.uk**. Please add this address to your email address book (or approved sender list) to prevent messages from being blocked by your Spam/Junk filters.

Yours sincerely

Jo Revill
Office Manager

