



Highwood Primary School,  
Fairwater Drive,  
Woodley,  
READING,  
Berkshire.  
RG5 3JE

Tel: 0118 926 5493

Email: [admin@highwood.wokingham.sch.uk](mailto:admin@highwood.wokingham.sch.uk)  
[www.highwood.wokingham.sch.uk](http://www.highwood.wokingham.sch.uk)

Head Teacher: Mr M Hickey BA(Ed), PE QTS

30<sup>th</sup> January 2024

Dear Parent/ Carer,

### Re: First Aid Incident 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. Sending paper notifications home can be rather 'hit and miss' with notifications often going astray along the way.

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.

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.

We have trialled the system in Nursery and Reception over the last few weeks and it seems to be going well so we will be going live with the rest of the school from Monday 5<sup>th</sup> February 2024.

**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.

Yours sincerely,

Mr Hickey  
Head teacher