

# High View Primary School

## Opportunities to Thrive



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Tuesday 18th November 2025

Dear Parent/carers,

### **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 sometimes going astray along the way. We are also increasingly aware of the substantial cost, time and environmental impact associated with the amount of paper and photocopying involved with this.

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 of first aid incidents and medication administration by e-mail, 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 e-mail.
- You can be notified immediately after medication has been administered by e-mail.

There is no need to contact the school office if you receive a notification as we will of course continue with our usual processes of requesting permission for administering medication and informing parents via telephone of both head injuries or more serious first aid incidents.

Medical Tracker has been set up to e-mail you using the priority e-mail that you have provided us. Should you wish to change this e-mail address please contact the school office. 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, e-mail messages will be sent from [donotreply@medicaltracker.co.uk](mailto:donotreply@medicaltracker.co.uk). Please add this address to your e-mail address book (or approved sender list) to prevent messages from being blocked by your SPAM/JUNK filters.

If your child holds medication in school or has a care plan these will be uploaded to medical tracker and sent to you for review/approval. Please respond to these notifications as a matter of urgency. Pupils' medication details will be added to the system gradually so while we transition over to medical tracker, we will continue to record medication use on paper until your child's details are added.

We are planning a gradual roll out of the system in case there are any teething problems. Here is what you can expect:

W/C 24.11.25 The school office will begin to use Medical Tracker to record any first-aid or medication provision that they deal with (most first aid is dealt with by first aiders at the site of the incident).

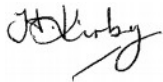
W/C 01.12.25 All staff will begin to use Medical Tracker to record any first-aid or medication provision.

During this period, you may receive a paper form as well as an email. From 8th December you will no longer receive any paper forms.

Please do feedback to us if you come across any issues by speaking to Mrs Beard in the school office or emailing [office@highview.school](mailto:office@highview.school)

Thank you for your continued support.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'H Kirby', with a stylized flourish at the end.

Helen Kirby

Inclusion Leader