



16th April 2024

Dear Parent/ Carer

First Aid Incident Reporting

As you know we try very hard to keep parents and carers regularly informed about first aid incidents 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 this area we have decided to use a service called Medical Tracker. Medical Tracker 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
- You can be notified immediately after a severe first aid incident or head injury/bump by email

To use Medical Tracker effectively we need to ensure we have the best email address to use to notify you of incidents. If you have recently changed your email or have not shared your email address with the school, please do so this week by emailing office@meridian.e-sussex.sch.uk.

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. Please add this address to your email address books (or approved sender list) to prevent messages from being blocked by your SPAM/JUNK filters.

At this first stage, only incidents recorded as a bump to the head will be shared via email. Any other incidents requiring first aid will continue to be verbally communicated with you by the teachers and teaching assistants at the end of the school day.

We will be starting communications about bumped heads from Monday 22nd April.

Yours sincerely

Ms Claire Westcott
Headteacher

Miss. Toni Gambetta
First Aid Co-ordinator

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