



Dame Ellen Pinsent School

Ardencote Road, Kings Heath, Birmingham B13 0RW

Telephone: 0121 675 2487

Website: www.dameellenpinsent.bham.sch.uk

Email: enquiry@deps.ac

Head Teacher: Mrs Denise Fountain

Chair of Governors: Mr Andy Punch

24th November 2022

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; it is important to us that you get accurate and timely information. We have also become increasingly aware of the substantial cost, time and environmental impact associated with the amount of paper and photocopying involved with our current reporting system.

So, to help make improvements in these areas we have decided to use a service called Medical Tracker, we will start using this after the Christmas break. From Tuesday 3rd January the children will no longer have paper first aid notes sent home, they will all be automatically emailed to the address you recently provided us with. 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.

The Medical Tracker will enable us to:

- record and track first aid incidents that involve your child
- record and track medication administration that involves your child
- notify you in a timely manner of a first aid incident by email
- notify you when medication has been administered by email

To use Medical Tracker effectively we need to ensure we have up to date email addresses, please inform us if the email address you recently provided to the school changes.

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.

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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.

Many thanks.

Yours faithfully



Denise Fountain
Head Teacher

