



**Round Hill Primary School**  
'Dream, believe, achieve together'

- ✓ Reflecting
- ✓ Daring
- ✓ Persevering
- ✓ Dreaming
- ✓ Together

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November 2022

Dear all Parents/Carers

### First Aid Incident and Medication Administration Notifications

We are writing to advise that as of Monday 28<sup>th</sup> November we will be using a new and enhanced system for recording first aid incidents and medical information in school. As you know, we currently use a paper-based system to do this. This letter is to notify you that we are moving to an online system called Medical Tracker.

Medical Tracker allows us to keep electronic copies of incidents, details regarding your child's medical conditions, medication, care plans, medication expiry, day-to-day incidents and first-aid administered. The change is driven by a desire to ensure that sensitive personal information is stored in the most secure way possible. It is more reliable than a note in a book bag and it also reduces the environmental impact of photocopying and distributing paper records.

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](http://www.medicaltracker.co.uk)

There is nothing for you to do as we will use the email addresses that we already have on file to notify you of incidents. All emails will be sent to contact 1 and contact 2 for your child. If you need to add or amend an email address for either contact 1 or contact 2 then please get in touch with the school office. As always, it is important to let us know of any changes to any of your contact details including mobile phone numbers and email addresses.

When we start using Medical Tracker, on Monday 28<sup>th</sup> November, email messages will be sent from [donotreply@medicaltracker.co.uk](mailto:donotreply@medicaltracker.co.uk) Please add this address to your email address books (or approved sender list) to prevent messages being blocked by your SPAM/JUNK filters.

If you have any questions, please do not hesitate to get in touch.

Yours faithfully,

*Adrian Nash*

Adrian Nash  
Head Teacher

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