Pound Park Nursery School
Pound Park Road, Charlton SE7 8AF
Telephone: 020 - 8858 1791
e-mail: office@poundpark.greenwich.sch.uk
web site: www.poundparknursery.co.uk

Headteacher: Solin Flash
Deputy Head: Clare Charles

25th April 2025

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 and will be going live on **Monday 5th May 2025**, could you please complete the slip below to confirm your best email contact information by **Friday 2nd May 2025**

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/ 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

We will still be notifying you if your child has had a head bump or any other contactable injuries via telephone, or if your child is unwell and needs to be collected

To use Medical Tracker effectively we need to collect the best email address to use to notify you of incidents. Please fill in the slip below and return it to the school office as soon as possible.

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.

Yours sincerely

School Office

Child's name: ……

Class: ……

Parent/ Carer:

Parent/ Carer name: ……

Email address: ……