

Hobbs Hill Wood Primary School

Peascroft Road | Hemel Hempstead | Hertfordshire HP3 8ER

Telephone: 01442-401222

Email: admin@hobbshillwood.herts.sch.uk

Web site: www.hobbshillwood.herts.sch.uk



Headteacher: Miss S Hunter, BA (Hons) & NPQH

**'Improving outcomes for all our pupils
through high quality teaching and learning'**

Dear Parent/ Carer,

First Aid Incident and Medication Notifications

We have recently reviewed our protocols for keeping parents informed of any first aid incidents that may occur in school, as well as how we administer medication at school. Sending paper notifications home can be problematic for various reasons, and 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 from Monday 2nd November 2026. 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 to ensure the school is safe for the children.

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 after a first aid incident by email unless we need to speak with you urgently
- You can be notified immediately after medication has been administered by email
- We can track expiry and usage of regular medication held at school

In addition to first aid, this will allow us to manage long term conditions and medication use. For any child with a medical protocol, you will receive an email in the next few weeks through Medical Tracker to review your child's care plan and can update where necessary. This will then be requested for your review on an annual basis electronically.

Medical Tracker will use the primary email address which we currently hold on Arbor for all legal guardians. If you wish to amend this, please do so in the Arbor parent app 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

Miss S Hunter
Headteacher