



Head of School Mrs Emma Bamber

March 2026

Dear Parent/Carer,

Re: First Aid Incident and Medication Administration Notifications

Communication between home and school is a high priority at Oldway and we are constantly seeking to improve and streamline how we communicate with families. Communication about first aid and medication is one area that we are looking to further improve and we are therefore launching **Medical Tracker**.

From **Monday 23rd March**, Medical Tracker will become our **primary method of communication for notifying parents and carers about first aid incidents and medication administration** in school. You may receive some email notifications next week while we begin using the system.

Medical Tracker allows us to inform parents and carers of first aid incidents and medication administration by email, while also enabling the school to securely record and analyse the data we collect.

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

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 book (or approved sender list) to prevent messages from being blocked by your SPAM/JUNK filters.

Yours sincerely,

E Bamber
Head of School



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Inspiring the individuals of today, for a better society tomorrow