



July 2025

Dear Parent/Carer,

Re: First Aid in School – Introduction of Medical Tracker

St Mary Redcliffe & Temple School and Sixth Form is introducing a new method of recording first aid and medical incidents from September 2025.

Our First Aid staff will be using a secure system called Medical Tracker to record and log medical incidents, manage medication records, and notify parents/carers when your child has visited the First Aid room or there has been a medical incident. Medical Tracker is already used by thousands of schools nationwide.

Medical Tracker will assist the school in ensuring that all medical incidents are recorded in a timely manner and stored securely. First Aid staff will notify you by email when your child has visited the First Aid room and will advise you of actions taken (e.g. first aid administered, or medication administered). In the case of a serious incident or injury, or a head bump, or if your child has been assessed by a First Aider and needs to be collected from school, the First Aid team will always call you in the first instance, then follow up with an email from Medical Tracker.

We will implement the Medical Tracker system of sending email notifications to parents/carers when your child has visited the First Aid room from the beginning of Term 1. The notification you receive will come from this email address: donotreply@medicaltracker.co.uk.

Medical Tracker is fully GDPR compliant and personal data on Medical Tracker is stored securely using up-to-date software. Staff access to Medical Tracker is limited to those who require access for their role, such as First Aid staff and Safeguarding Leads, and security is in place to avoid unauthorised sharing of information.

Yours sincerely,

Melanie Bunce
School Business Manager