



**Allens Croft Nursery School,
Allens Croft Road, Kings Heath,
Birmingham, B14 6RP
Tel: 0121 675 0362
Email: enquiry@allenscn.bham.sch.uk
Executive Head Teacher: David Aldworth**

Wednesday 22nd April

Dear Parents/ Carers,

We are writing to let you know about an important update to the way we record and monitor injuries and medication use at Allens Croft Nursery School.

From week commencing 27th April, we will be using a digital medical tracker system called Medical Tracker. We are increasingly aware of the substantial cost, time and environmental impact associated with the amount of paper and photocopying involved with our current system. Our new digital system is a secure system that will allow us to record any injuries, first aid administered, and any medication given during the day and allow us to analyse the data we record. It also helps us to communicate this information to you promptly and clearly through the use of email notifications directly to you, however in the event of a more serious injury a phone call will still be made.

Please be assured that:

- All information is stored securely and confidentially
- You will receive notifications/ reports directly through email so please make sure we have the most up-to-date contact details for you
- This change will not affect our current health and safety procedures - it simply provides a more efficient and reliable way to document incidents and medicine use

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.

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.

Please write clearly and legibly below.



- Child's name:
- Parent/ Carer 1 name:
- Parent / Carer 1 email address:
- Parent/Carer 2 name:
- Parent/Carer 2 email address:

If you have any questions about how Medical Tracker works, please do not hesitate to contact us.

Kind regards,

Stephanie Wheatcroft

Head of School

