

09/05/2024

Dear Parent /Carer

### Change in first aid procedure

Over the past term we have looked at how we record first aid information and how we notify parents of any first aid administered in school. We made the decision to change to a system called MedicalTracker that is computer based. This will keep all information stored in one central place in school and we should use less paper which will help us in our aim to be more environmentally friendly.

For you as parents and carers it means that your child will no longer be bringing home a first aid or head bump letter at the end of the day. Instead, you will be sent an email informing you that first aid has been administered, with some other brief information such as time and the reason why. This will also stop letters being misplaced or forgotten about in book bags before the end of the day.

We will be using the email address we currently have on the school scholar pack system, so please let us know if this has changed or it changes in the future.

Your child's class teacher will still be available at the end of the day to speak to if you have any further questions and should a serious first aid matter occur in school, we would also call you as soon as we can.

These changes will start from Monday 13<sup>th</sup> May 2024.

Kind regards

Mrs Jenny Walker

Pastoral Lead



We're working  
towards Artsmark  
Awarded by Arts  
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