**Bottisham Village College**
Achievement through Inspiring, Caring, Enriching

**Principal: Mrs Jenny Rankine** M.Ed LLCM

**Lode Road, Bottisham**
**Cambridge CB259DL**
Tel: 01223 811250
www.bottishamvc.org
enquiries@bottishamvc.org

/bg

November 2026

Dear Parent/Carer

**First Aid Incident and Medication Administration Notifications**

| **Summary of Actions** | **Deadline** |
|---|---|
| For Information. | N/A |

As you know, we are committed to keeping parents and carers regularly informed about first aid incidents and the administration of medication at school.

Traditionally, we have relied on paper notifications to communicate this information. However, these can sometimes be unreliable, with letters not always reaching home. We are also increasingly conscious of the financial, administrative and environmental costs associated with the volume of paper and photocopying required.

While we recognise the importance of keeping parents and carers informed, we also appreciate that not every minor injury or illness requires a telephone call home, particularly where the situation can be appropriately managed by staff in school.

To help us improve our communication processes and address these challenges, we have decided to introduce a service called **Medical Tracker**.

Medical Tracker will enable us to notify parents and carers of first aid incidents and medication administration promptly via email. In addition, the system will allow us to monitor and analyse the information we record, helping us to identify patterns and further improve the care and support we provide to pupils.

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 immediately after a first aid incident by email
- You can be notified immediately after medication has been administered by email

**To use Medical Tracker effectively we need to collect the best email address to use to notify you of incidents. Please email studentdata@bottishamvc.org if you need to update this.**

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.

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**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 B Greig**
**Office Manager**