Fairfields Primary School

Rosedale Way
Flamstead End
Cheshunt EN7 6JG

Tel: 01992 633195
Fax: 01992 643701
Email admin@fairfields.herts.sch.uk
Website www.fairfields.herts.sch.uk

Headteacher
Mr G. Gaidoni

2nd September 2026

Dear Parent/ Carer

Re: First Aid Incident and Medication Administration Notifications

At Fairfields we are always looking at ways in which we can improve systems and procedures and ensure that the safety and wellbeing of our pupils is at the centre of our decision making and practice. We have always had robust processes in place to keep parents regularly informed about first aid incidents and medication administration at school as well as ensuring that we have the most up to date information regarding those children who require individual healthcare plans.

To help make improvements in these areas we have decided to use a service called Medical Tracker. Medical Tracker not only allows us to inform parents/ carers of first aid incidents and medication administration by email but it also allows us to analyse the data we record and for parents to update healthcare plans online.

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 ensure that we have the correct email address to notify you of incidents. Please send an email to the admin@fairfields.herts.sch.uk if you have changed email, we will be sending out requests to update healthcare plans today.

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

Yours sincerely

Mrs L Barker
School Business Manager
Fairfields Primary School & Nursery