



Pickhurst Academy
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Dear Parents/Carers,

Introduction of Medical Tracker for Managing Pupil Medical Information

We are writing to inform you about the introduction of Medical Tracker, a new system that will support the way we record, manage and communicate information relating to pupil medical needs and first-aid incidents.

Medical Tracker will provide the school with a secure and consistent way to record:

- First-aid treatment provided during the school day.
- Medical incidents and injuries.
- Pupil medical information and care requirements; and
- Any relevant updates to support the safe care of pupils.

The introduction of this system will help ensure that important medical information is recorded accurately and is available to the appropriate members of staff when needed.

How Medical Tracker will work

When a pupil receives first aid or experiences a medical incident:

- The details will be recorded securely on Medical Tracker.
- Staff will record the nature of the incident, treatment provided and any follow-up actions required.
- Parents/carers will be informed by email if their child receives first aid during the school day or if there is a medical incident requiring treatment.
- Parents/carers will continue to be informed where appropriate, particularly for significant incidents or where further action is required via telephone.

Medical Tracker does not replace direct communication between school and families. If your child requires medical attention, medication support or there is a significant concern, the school will continue to contact you directly.

Information sharing

To support pupils during wraparound care, relevant medical information may be shared securely with authorised staff from our wraparound care provider where required. Access will be limited to appropriate staff who need this information to support pupil safety and wellbeing.

All staff accessing medical information are expected to maintain confidentiality and handle information securely.

Executive Headteacher: Mrs A Rampton

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Pickhurst Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



What you need to do

Medical Tracker also tracks all long-term health conditions, therefore please continue to ensure that the school has up-to-date information about your child's medical needs, including:

- Allergies.
- Medical conditions.
- Medication requirements; and
- Any changes to your child's health needs.

If your child's medical information changes, please inform the school as soon as possible so that records can be updated.

We believe Medical Tracker will strengthen our processes and ensure that medical information is managed consistently and effectively across the school.

If you have any questions about the introduction of Medical Tracker, please contact the school office.

Kind regards,



Mrs Rampton
Executive Headteacher

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