



Madeley Road  
Kingswinford  
West Midlands  
DY6 8PF  
Tel: 01384 283699  
Email: [info@dingledudley.sch.uk](mailto:info@dingledudley.sch.uk)

16<sup>th</sup> December 2025

Dear Parent/Carer,

**Re: First Aid and Medication Notifications**

We are committed to keeping you informed whenever your child receives first aid or medication during the school day. In the past, we have sent paper notes home, but we understand these can sometimes be misplaced and are not always the most reliable way to communicate.

Paper notices also involve additional costs, take time to produce, and have an environmental impact. To improve this process, we will be introducing a new system called **Medical Tracker**, which will replace paper notifications.

**From January 2026, Medical Tracker will be in use.**

Medical Tracker will enable us to email you directly whenever your child has a first-aid incident or medication is administered. It also helps us maintain accurate records in school. This system offers several benefits:

- Clear and timely communication straight to your inbox
- Accurate tracking of first-aid incidents involving your child
- Accurate tracking of any medication administered
- Immediate email notifications following an incident or medication

To ensure you continue to receive these updates, please inform the school office if your email address has changed and provide the best email address for notifications. Email notifications will be sent to the first priority contact only.

Medical Tracker is registered with the Data Protection Registrar, and all information is kept secure and will not be shared with any other organisation.

**Important:** Emails will come from [donotreply@medicaltracker.co.uk](mailto:donotreply@medicaltracker.co.uk). Please add this address to your contacts or approved senders list to prevent messages from going into your spam/junk folder.

Thank you for your continued support.

Yours sincerely,

Mrs Lisa Hall

School Business Manager

"Dingle Community Primary School, where every child has a **V.O.I.C.E**"

**V**-be **V**alued for who you are, **O**-have **O**pportunities to grow, thrive and make a difference. **I**-feel **I**ncluded with a sense of belonging. **C**-**C**are for and be part of our community. **E**- have high **E**xpectations of ourself and others.

*"A child who feels heard becomes a child who dares to dream"*



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