

LOWERHOUSE JUNIOR SCHOOL
LIVERPOOL ROAD
BURNLEY
BB12 6LN

Tel: 01282 426774

Email: admin@lowerhouse.lancs.sch.uk

Website: www.lowerhousejunior.co.uk

HEADTEACHER: Mr G Lloyd

Lowerhouse - Inspiring a lifelong love for learning!

9th February 2026

Dear Parent/ Carer,





Re: First Aid Incident and Medication Administration Notifications

We try very hard to keep parents regularly informed about first-aid incidents and medication administration at school. Sending paper notifications home can be rather 'hit and miss' with notifications often going astray along the way.



To help make improvements in these areas, we have decided to use a service called **Medical Tracker** moving forward. 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.

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 the best email address to use to notify you of incidents. Please fill in the slip below and return if you have changed your email address recently.

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

G. Lloyd

Headteacher

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First Aid Incident and Medication Administration Notifications

Child's name Class

Parent/Carer name

Email address