

04 June 2026

Dear Parents/Carers

First Aid Incident and Medication Administration Notifications

We currently use Class Charts to make Parents/ Carers aware of attendance at the medical room, alongside several other systems to log incidents, store information on medical conditions (Individual Healthcare Plans), record evidence of medical conditions, and maintain a record of medication held on site.

To help improve these processes, we have decided to introduce 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 enables us to analyse the data we record.

Medical Tracker will benefit you in the following ways:

- We can record and track first-aid incidents involving your child
- We can record and track medication administration involving your child
- You will be notified by email immediately after a first-aid incident
- You will be notified by email immediately after medication has been administered

To use Medical Tracker effectively, we need to have the best email address on record to notify you of incidents. We have recently completed a data collection exercise, so your email address should be up to date. However, if you wish to update your details, please do this here:

<https://www.thehambleschool.co.uk/update-my-childs-details/>

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 shared with any other organisation.

www.thehambleschool.co.uk

T: 023 8045 2105 • general@thehambleschool.co.uk •   @thehambleschool

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As we begin the transition to Medical Tracker in preparation for September, we ask that all Parents/ Carers of students with a medical condition complete an information form using the following link: [Medical Tracker - Medical Information Collection Form – Fill in form](#)

If you would prefer to complete a paper copy, please email general@thehambleschool.co.uk and a form can be printed and sent home with your child.

In future, this information will be reviewed and updated via Medical Tracker, and supporting documents will be able to be uploaded by Parents/ Carers at any time.

Important

Parents/ Carers do not need an app to access Medical Tracker. It is a web-based service, and communication is sent via email generated by Medical Tracker. When we begin using the system, emails will be sent from:

donotreply@medicaltracker.co.uk

Please add this address to your email contacts or approved sender list to ensure messages are not blocked by your spam/junk filters.

Yours faithfully

A handwritten signature in black ink, appearing to read 'F Rogers', written in a cursive style.

Mrs F Rogers
Assistant Headteacher

If, at any time, you should require special arrangements to be made when visiting the school and/or in order to participate fully in supporting your child at school (e.g. an accessible venue for meetings, if you are a wheelchair user, assistance with translation of documents or enlarged copies of communications etc.), please do not hesitate to let us know.