



Sir Edmund Hillary Academy

A L.E.A.D. Academy

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Dear Parents & Carers,

We are in the process of implementing a new electronic system called Medical Tracker for managing the giving of First Aid, Administration of Medicines & storing Health Care Plans.

This is an online platform that will enable us to move away from our paper-based systems. We will also be able to communicate with you more directly about First Aid incidents and when medication or Health Care Plans need updating.

Some things won't change at all- so we still intend to do stickers and head bump wrist bands for First Aid- but there may be a notification that comes to you by email instead of by letter. This will especially be in the case of head bumps; the NHS advice on head-bumps and concussion would be distributed that way. However, we would still telephone you if we are concerned and need your view and advice around an incident.

To make it successful we will need to ensure that we have an email address for all parents and carers so that you can receive notifications. Therefore, we may be in touch if we do not have an email contact for you. Recently we have found some people have moved house and not updated their address with us- so this is a general- 'Are your details correct with school,' reminder? Please also update your email address if the email we have for you is not an appropriate place to receive such communications- some people have restrictions around work-based emails for instance.

Next month we will also move to the LEAD system of handling medications and so there will be a new Medication form to download from the website should you need it. In September we will move over to the LEAD format for Health Care Plans- they are very much like our own current ones and will still be paper based in the first instance.

Over this term we will be running our paper-based system and the online system alongside each other. In this way we can see what sort of information we may or may not need from you and how well the system performs in the ways that we choose it to. This will give us confidence that by the end of the Summer Term we will be ready to start with Medical Tracker fully in the Autumn Term.

Yours faithfully,

Chris Guest

Head Teacher