



Singlewell School

Mackenzie Way Gravesend

Kent DA12 5TY

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Acting Headteacher: Mr Murray

Deputy Headteacher: Mrs Broad

20 April 2026

Dear Parents and Carers,

First Aid Incident and Medication Administration Notifications

As you know, 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. Medical Tracker not only allows us to inform parents and 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 will be notified immediately after a first-aid incident by telephone, with a follow-up email
- You can be notified immediately after medication has been administered by email

To help us use Medical Tracker effectively, please check your details in your Admicity account and ensure the information we hold for you, including the best email address for incident notifications, is current.

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 - The only action required from parents and carers is to check that the contact details we hold for you in your Admicity account are up to date, and to add donotreply@medicaltracker.co.uk to your email address book or approved sender list. This will help ensure that Medical Tracker emails are delivered successfully and do not get blocked by your SPAM/JUNK filters.

Should you have any queries, please do not hesitate to contact the school office.

Kind regards,

Miss Mason
School Business Manager