



Villa Real School
together we achieve

Villa Real Road,
Consett,
Co. Durham. DH8 6BH
Headteacher – Jill Bowe
Deputy Head – Sam Dawson
School No 7028
Tel: 01207 503 651
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23rd July 2024

Dear Parent/ Carer,

Re: Medication Administration Notifications

As you know, we try very hard to keep parents regularly informed about medication administration at school. To help make improvements in these areas, we have decided to use a service called Medical Tracker. Medical Tracker allows us to: seek authorisation for medication administration (replacing paper sheets); inform parents/carers of medication administration; upcoming expiry of medication and generating reports by email.

Medical Tracker will be beneficial to you because:

- We will seek authorisation to administer medication when it is sent in, virtually – no more paper forms required
- We can record and track medication administration that involves your child
- You can be notified immediately after medication has been administered by email
- You can be notified when medication is nearing expiration

To use Medical Tracker effectively, we need to collect the best email address to use to seek authority to administer medication, and send you notifications. **Please fill in the slip below and return it to the school office on WEDNESDAY 4th SEPTEMBER 2024.**

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 – We will be starting to use Medical Tracker from September. When you send in your child's medication, we will input the information and you will receive an email from Medical Tracker, email messages will be sent from donotreply@medicaltracker.co.uk.



E mail: villareal@durhamlearning.net

Web Site: www.villarealschool.co.uk

You must open the link emailed from Medical Tracker to accept and authorise the dose amounts and times, before staff will be able to administer on the first day of the medication being sent in.

Please add donotreply@medicaltracker.co.uk to your email address books (or approved sender list) to prevent messages from being blocked by your SPAM/ JUNK filters.

Yours faithfully,



Mrs JE Bowe
Headteacher

Medical Tracker

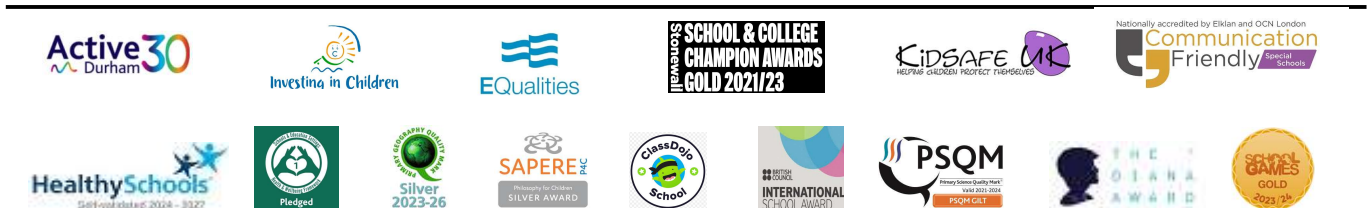
Child's name:

Class:

Parent/ Carer signature:

Parent/ Carer name:

Email address:



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