Greenleas School

9th October 2026

Dear Parents and Carers of Greenleas School,

Medical Tracker email notifications for injuries to your child

We are writing to update you on how we communicate first aid incidents involving your child during the school day.

Background

Last year, we introduced a new tracking system, Medical Tracker, to improve how we manage and record first aid care. Following its successful implementation, where you previously received notifications for head injuries, we are now extending this notification to cover all incidents where your child receives first aid. This includes minor occurrences, such as a grazed knee from a fall on the playground.

How notifications work

Staff log details into Medical Tracker, which automatically generates an email notification to you:

Minor injuries: If we assess that your child is safe and well to remain at school, you will receive an email notification informing you of the care provided.

Significant injuries or urgent incidents: If an incident is more serious or requires immediate attention, we will continue to telephone you directly.

What you need to do

You do not need to call the school office upon receiving an email notification. These emails are intended purely to keep you informed. If you would like any additional information about a minor incident, your child's class teacher will be available to speak with you at the end of the school day.

Head Teacher:
Mrs Rebecca Clarke

Co-Chairs of Governors:
Mr James Emm & Mrs Gemma Kintas

office@greenleas.net
www.greenleas.net

Greenleas School
Derwent Road
Leighton Buzzard
Bedfordshire
LU7 2AB

Tel: 01525 371735

Greenleas School
Kestrel Way
Leighton Buzzard
Bedfordshire
LU7 4WZ

Tel: 01525 385356

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We understand that receiving notifications about injuries can be concerning. This system is designed to keep you better informed and give you peace of mind, while ensuring we can respond quickly when needed.

Yours sincerely,



Alexia Cook

Business Manager

Head Teacher:
Mrs Rebecca Clarke

Co-Chairs of Governors:
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