



William Ford C of E Junior School | Ford Road | Dagenham | RM10 9JS
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Headteacher: Mr David Huntingford

Saturday 25 November 2023

Dear parents and carers,

School First Aid Notifications

We are delighted to introduce a new way to inform you about when we have given medical aid to your child. Our new app, First Aid Forms, enables us to record the administration of first aid securely following our school policy which adheres to the Department for Education and the Department of Health requirements.

As educators, the safety and wellbeing of our pupils is of utmost importance to us. We believe that this app will be a valuable resource for our school community, providing parents and staff with the knowledge and confidence that our school handles medical emergencies should they arise.

How will it have an impact on you?

You will receive information via email if there has been a need to record the administering of first aid. Therefore, you do not need to download another app to your phone. We do not foresee an increase in the number of incidents. Health and Safety procedures remain the same, however parents/carers may receive an increase in notifications due to incidents now being recorded via the app.

Action required: please add noreply@engagementsystems.net to your contacts to ensure that these notifications are not captured in your spam filters.

Head injuries and more serious accidents

If anything happens to your child where we feel additional support is required, such as a visit to your GP or the Minor Injuries Unit of a hospital, we will of course phone you immediately as well as recording it on First Aid Forms.

How will it help the whole school community?

The 'back end' of the system will hold data on all incidents.

We will be provided with aggregated data at the end of each term to inform Health and Safety risk assessments and inform areas where we can further review and improve provision.

Data protection

Please note that the data will only be accessible to key staff who have been given permission to view them. We will also take appropriate measures to ensure that the data is secure and protected from unauthorised access. We assure you that your child's privacy will be protected and that we will comply with all relevant data protection regulations.

We hope that the new system will be a valuable addition to our school community and a useful tool for ensuring the safety and wellbeing of our pupils. If you have any further questions, please contact me or a member of the school office team.

Yours sincerely,

Mrs. Kerry Noakes
Office Manager and Parent Liaison Officer.