



HALEWOOD  
ACADEMY

**Halewood Academy**

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**Mr I Critchley**

Principal BSc (Hons), PGCE, MA, NPQH

17 July 2023

Dear Parents/Carers

**Pupil Support Office**

From September 2023 we will have a dedicated pupil office to support students with a variety of needs including First Aid and medication. The office will be called Pupil Support and will run by our Pupil Support Coordinator, Mrs Roberts. Mrs Roberts will be our lead First Aider and will work with parents/carers and school health to support any students who have long standing medical conditions and may need a care plan in school. In addition, Mrs Roberts will store and administer any medication that students may need to take during the day. Pupil Support will be the only place that medication will be stored in school. **Students are not allowed to carry any medication around with them.**

If your child does require medication during the school day, even on a temporary basis please contact Mrs Roberts who will then arrange a consent form for you to complete. All medication stored by school must have a label on with your child's name and school will not administer any medication without written consent from you. It is the responsibility of parents/carers to replenish any medication stored at school and to make sure that it is within date.

May we also take this opportunity to remind parents/carers to provide two emergency contact numbers for students and if these numbers change during the course of the year please do let us know. If your child is unwell or has an accident and it is necessary for us to contact you during the day it is important that the numbers on our system are the most current.

Please contact Mrs Roberts if you wish to discuss any aspect of this letter.

Yours sincerely

Mrs N Cross  
Vice Principal



Mrs Roberts  
Pupil Support Co-ordinator