



Support of Pupils with Medical and Mental Health Needs Policy

Policy for the Support of Pupils with Medical and Mental Health Needs

Audience:	School and academy staff, particularly Headteachers and administrative staff Local Governance Committee
Reviewed: Approved: Effective From:	September 2026 Director of Education 24 September 2026 SIG 24 September 2026
Other related policies / procedures	First Aid Risk Assessments SEND Code of Practice Attendance Policy Asthma Policy Allergies and Anaphylaxis Policy Administering Medication Policy Children Protection and Safeguarding Policy
Owner	Director of Education
Policy / procedure model	MAT policy: all Crofty schools use this policy
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Individual Healthcare Plan (IHP)

Request for School to Administer Prescribed Medication Form

Record of Medication Given Form

Policy Change Log

Date	Change	Version Updated	New Version Number
September 2026	Policy re-write. Substantial changes. Policy formatting.	2024-26 V1	2026-28 V1

1. Policy Statement

1.1 Crofty Education Trust is committed to ensuring that pupils with medical conditions and mental health needs are fully supported so that they can access education, participate in school life and achieve their potential.

1.2 We recognise that pupils with long-term medical conditions, disabilities or mental health needs may require additional support to enable them to attend school regularly, engage in learning and participate safely in all aspects of school life.

1.3 The Trust will:

- 1.3.1 Comply with statutory duties relating to supporting pupils with medical conditions.
- 1.3.2 Promote positive mental health and emotional wellbeing.
- 1.3.3 Make reasonable adjustments where required.
- 1.3.4 Work closely with families, healthcare professionals and other agencies.
- 1.3.5 Ensure pupils with medical conditions are properly supported to access education.
- 1.3.6 Take appropriate action where medical or mental health needs present safeguarding concerns.

2. Legislative Framework

2.1 This policy is informed by:

- 2.1.1 Children and Families Act 2014
- 2.1.2 Equality Act 2010
- 2.1.3 SEND Code of Practice
- 2.1.4 Supporting Pupils at School with Medical Conditions (DfE)
- 2.1.5 Working Together to Safeguard Children
- 2.1.6 Keeping Children Safe in Education
- 2.1.7 Mental Health and Behaviour in Schools
- 2.1.8 Relationships, Sex and Health Education Statutory Guidance

3. Roles and Responsibilities

Trust Board and Local Governance Committees

3.1 The Trust Board and Local Governance Committees will ensure that:

- 3.1.1 Appropriate arrangements are in place to support pupils with medical conditions.
- 3.1.2 Suitable policies, procedures and resources are available.
- 3.1.3 Staff receive appropriate training.
- 3.1.4 The policy is reviewed regularly.

Headteacher

3.2 The Headteacher is responsible for ensuring that:

- 3.2.1 This policy is implemented effectively.
- 3.2.2 Staff understand their responsibilities.
- 3.2.3 Individual Healthcare Plans are developed where required.
- 3.2.4 Appropriate training is provided.
- 3.2.5 Medical needs are considered when planning educational activities and visits.

SENCO and Designated Leaders

3.3 The SENCO and other designated leaders will:

- 3.3.1 Coordinate support for pupils with medical and mental health needs.
- 3.3.2 Liaise with parents, healthcare professionals and external agencies.
- 3.3.3 Monitor implementation of Individual Healthcare Plans.
- 3.3.4 Advise staff on reasonable adjustments.

Staff

3.4 All staff will:

- 3.4.1 Be aware of procedures relating to pupils with medical conditions.
- 3.4.2 Follow Individual Healthcare Plans where applicable.
- 3.4.3 Undertake training relevant to their role.
- 3.4.4 Raise concerns promptly where a pupil's wellbeing is affected.

Parents and Carers

3.5 Parents and carers are expected to:

- 3.5.1 Provide accurate and up-to-date medical information.
- 3.5.2 Supply prescribed medication where required.
- 3.5.3 Inform the school of changes to a child's condition.
- 3.5.4 Participate in healthcare planning and reviews.

4. Supporting Pupils with Medical Conditions

4.1 The Trust aims to ensure that pupils with medical conditions:

- 4.1.1 Are supported to attend school regularly.
- 4.1.2 Have full access to education wherever possible.
- 4.1.3 Participate in educational visits, clubs, enrichment activities and sporting opportunities.
- 4.1.4 Are treated with dignity and respect.
- 4.1.5 Are not disadvantaged because of their medical condition.

1.4 Schools will make reasonable adjustments to support participation in all aspects of school life.

5. Notification of Medical Conditions

5.1 When a school becomes aware that a pupil has a medical condition, appropriate arrangements will be implemented as soon as reasonably practicable.

5.2 The school will:

- 5.2.1 Gather relevant medical information.
- 5.2.2 Consult parents and healthcare professionals where appropriate.
- 5.2.3 Assess support requirements.
- 5.2.4 Determine whether an Individual Healthcare Plan is required.

6. Individual Healthcare Plans (IHPs)

6.1 An Individual Healthcare Plan will be developed where a pupil's medical needs require additional planning or support.

6.2 Not all pupils with medical conditions require an IHP.

6.3 Plans will be developed in partnership with:

- 6.3.1 The pupil (where appropriate)
- 6.3.2 Parents and carers
- 6.3.3 Relevant healthcare professionals
- 6.3.4 School staff

6.4 The plan may include:

- 6.4.1 Details of the medical condition
- 6.4.2 Signs, symptoms and triggers
- 6.4.3 Medication requirements
- 6.4.4 Storage arrangements
- 6.4.5 Emergency procedures
- 6.4.6 Required adjustments and support
- 6.4.7 Staff training requirements

- 6.4.8 Participation in trips and activities
- 6.4.9 Arrangements for absence and reintegration

6.5 IHPs will be reviewed:

- 6.5.1 At least annually
- 6.5.2 Following a significant change in need
- 6.5.3 Following hospitalisation
- 6.5.4 At the request of parents, school staff or healthcare professionals

7. Administration of Medicines

7.1 Medicines will only be administered when it would be detrimental to a pupil's health or school attendance not to do so.

7.2 Wherever possible, medicines should be prescribed in frequencies that allow administration outside school hours.

7.3 Medication administered by the school must:

- 7.3.1 Be prescribed by a medical practitioner
- 7.3.2 Be provided by the parent or carer.
- 7.3.3 Be in the original container.
- 7.3.4 Be clearly labelled.
- 7.3.5 Include written dosage instructions.
- 7.3.6 Be within its expiry date.
- 7.3.7 Be accompanied by written parental consent.

7.4 Parents or carers will be asked to complete a form (Appendix) containing the above information. This will be stored securely in the school office.

7.5 Staff administering medication will complete and sign the Medication Log. All administration of medication will be witnessed by a second member of staff/ volunteer and the log counter signed.

8. Storage of Medicines

8.1 Schools will ensure that:

- 8.1.1 Medicines are stored safely and securely.
- 8.1.2 Medicines remain accessible where immediate access is required.
- 8.1.3 Emergency medication is readily available where necessary.
- 8.1.4 Appropriate records are maintained.
- 8.1.5 Medication is returned to the parent at the end of a course, when expired or end of school year.

8.2 Controlled drugs will be stored and managed in accordance with current guidance.

9. Self-Administration of Medication

9.1 Where appropriate, pupils may be allowed to carry and self-administer medication.

9.2 Decisions regarding self-administration will be made individually following consideration of:

- 9.2.1 Age and maturity
- 9.2.2 Medical advice
- 9.2.3 Risk assessment
- 9.2.4 Parents' views

9.3 Suitable monitoring arrangements will be established where self-administration is agreed.

10. Asthma

10.1 Schools may maintain an emergency salbutamol inhaler in accordance with current legislation and Department for Education guidance.

10.2 Each school will maintain procedures consistent with its Asthma Policy.

11. Allergies and Anaphylaxis

11.1 Arrangements relating to allergies, anaphylaxis and adrenaline auto-injectors are detailed within the school's Allergies and Anaphylaxis Policy.

12. Educational Visits and Off-Site Activities

12.1 Pupils with medical conditions will be enabled to participate fully in educational visits and off-site activities wherever reasonably possible.

12.2 Schools will ensure:

- 12.2.1 Appropriate risk assessments are completed.
- 12.2.2 Staff understand relevant healthcare plans.
- 12.2.3 Medication is available and accessible.
- 12.2.4 Emergency procedures are in place.

13. Mental Health and Emotional Wellbeing

13.1 The Trust recognises that good mental health is fundamental to pupils' learning, wellbeing and achievement.

13.2 Schools will promote positive mental health through:

- 13.2.1 A nurturing and inclusive ethos.
- 13.2.2 High-quality RSHE and PSHE provision.
- 13.2.3 Positive relationships.
- 13.2.4 Early identification of emerging needs.
- 13.2.5 Access to pastoral support.
- 13.2.6 Appropriate staff training.
- 13.2.7 Working in partnership with families.

13.3 Mental health needs may include:

- 13.3.1 Anxiety
- 13.3.2 Depression
- 13.3.3 Trauma
- 13.3.4 Bereavement
- 13.3.5 Attachment difficulties
- 13.3.6 Eating disorders
- 13.3.7 Self-harm
- 13.3.8 Low self-esteem
- 13.3.9 Emotional regulation difficulties
- 13.3.10 Other diagnosed or emerging mental health concerns

13.4 The Trust also recognises that some pupils with SEND, neurodevelopmental differences or adverse childhood experiences may require additional wellbeing support.

14. Early Identification and Support

14.1 Staff are expected to identify pupils who may require additional support and report concerns through established school procedures.

14.2 Support may include:

- 14.2.1 Classroom adjustments
- 14.2.2 Pastoral intervention
- 14.2.3 Emotional wellbeing support
- 14.2.4 Early Help
- 14.2.5 School Nurse involvement
- 14.2.6 Educational Psychology services
- 14.2.7 NHS services
- 14.2.8 Child and Adolescent Mental Health Services (CAMHS)

Interventions will be proportionate to need and regularly reviewed.

15. Safeguarding

15.1 Mental health concerns can, in some circumstances, become safeguarding concerns.

15.2 Where a pupil is:

- 15.2.1 At risk of significant harm,
- 15.2.2 At risk from others,
- 15.2.3 Presenting with self-harm concerns,
- 15.2.4 Expressing suicidal ideation,
- 15.2.5 Experiencing abuse, neglect or exploitation,

staff must follow the school's Child Protection and Safeguarding Policy immediately.

15.3 The Designated Safeguarding Lead will determine appropriate actions and external referrals.

16. Equality and Inclusion

16.1 The Trust recognises its duties under the Equality Act 2010.

16.2 No pupil will be treated less favourably because of a disability, medical condition or mental health need.

16.3 Reasonable adjustments will be considered and implemented to prevent disadvantage and support full participation in school life.

17. Confidentiality and Information Sharing

17.1 Information relating to a pupil's medical or mental health needs will be handled sensitively and in accordance with data protection legislation.

17.2 Information will be shared only with staff who need the information to support the pupil safely and effectively.

17.3 Parents and pupils will be involved wherever appropriate in decisions regarding information sharing.

18. Unacceptable Practice

18.1 The Trust will not:

- 18.1.1 Prevent pupils from accessing prescribed medication.
- 18.1.2 Assume every pupil with the same condition requires identical support.
- 18.1.3 Exclude pupils from activities without evidence-based risk assessment.
- 18.1.4 Require parents to attend school routinely to administer medication.
- 18.1.5 Ignore the views of pupils, parents or healthcare professionals.
- 18.1.6 Prevent pupils from drinking water, eating food or accessing toilets where medically required.

19. Attendance

19.1 Where absences are related to a medical condition, schools will:

- 19.1.1 Record attendance using the appropriate attendance code.
- 19.1.2 Maintain communication with families.
- 19.1.3 Support reintegration following periods of absence.
- 19.1.4 Consider reasonable adjustments and catch-up arrangements.

20. Complaints

20.1 Concerns regarding support for a pupil's medical or mental health needs should initially be raised with the Headteacher.

20.2 Where concerns remain unresolved, parents and carers may use the Trust's Complaints Procedure.

21. Monitoring and Review

21.1 The Headteacher will monitor implementation of this policy.

21.2 This policy will be reviewed every 2 years or sooner if there are changes to legislation, statutory guidance or Trust procedures.

INDIVIDUAL HEALTHCARE PLAN (IHP)

Pupil Details

Information	Details
Pupil Name	
Date of Birth	
Year Group/Class	
School	
UPN (optional)	
Photograph Attached	Yes / No
NHS Number (if appropriate)	

Medical Condition Information

Information	Details
Medical Condition/Diagnosis	
Date Diagnosed	
Severity of Condition	
Consultant/GP Name	
Medical Practice/Hospital	
Relevant Medical History	

Key Symptoms and Indicators

Please describe the signs and symptoms staff should be aware of:

- _____
- _____
- _____

Known triggers:

- _____
- _____
- _____

Impact on Learning and School Participation

How might the condition affect the pupil during the school day?

- ☐ Concentration
- ☐ Attendance
- ☐ Physical activity
- ☐ Mobility
- ☐ Personal care
- ☐ Eating and drinking
- ☐ Emotional wellbeing
- ☐ Social interaction
- ☐ Other

Details:

Medication

Medication Held in School

Medication	Dose	Frequency	Method	Storage Location

Self-Administration

Does the pupil carry and administer their own medication?

- ☐ Yes
- ☐ No

If yes, details of arrangements:

Routine Support Required

What support is needed during the school day?

Requirement	Details
Classroom Adjustments	
Medical Procedures	
Food/Drink Requirements	
Toileting Requirements	
Movement Around School	
Break and Lunchtime Arrangements	
Physical Education	
Educational Visits	
Other	

Emergency Procedures

What constitutes an emergency for this pupil?

Action to be taken by staff

Step 1:

Step 2:

Step 3:

Emergency Medication Required

☐ Yes

☐ No

Details:

When to call 999

Parental Contact Details

Contact 1

Information	Details
Name	
Relationship to Child	
Telephone Number	
Email Address	

Contact 2

Information	Details
Name	
Relationship to Child	
Telephone Number	
Email Address	

Healthcare Professionals Involved

Name	Role	Contact Details

Staff Training Requirements

Does the plan require specific staff training?

☐ Yes

☐ No

If yes:

Training Required	Date Completed	Trained By

Risk Assessment Summary

Are additional risk assessments required?

☐ Educational Visits

☐ PE/Sport

☐ Swimming

☐ After School Clubs

☐ Transport

☐ Other

Details:

Confidentiality and Information Sharing

The following staff require access to this plan:

☐ Headteacher

☐ SENCO

☐ Class Teacher

☐ Teaching Assistants

☐ First Aiders

☐ Office Staff

☐ Lunchtime Staff

☐ Trip Leaders

☐ Other

Details:

Pupil Voice (where appropriate)

What helps you manage your condition in school?

What would you like staff to know?

Review Arrangements

Information	Details
Date Plan Created	
Review Date	
Next Review Due	
Reviewed Following Significant Change	Yes / No

Agreement**Parent/Carer**

I agree that the information provided is accurate and that I will notify the school of any changes to my child's medical needs.

Name: _____

Signature: _____

Date: _____

School Representative

Name: _____

Role: _____

Signature: _____

Date: _____

Healthcare Professional (where involved)

Name: _____

Role: _____

Signature: _____

Date: _____

Review Record

Date	Changes Made	Reviewed By



Request for School to Administer Prescribed Medication

Crofty Schools will only administer medication that has been prescribed by your child's doctor. We will require the box/bottle to show the child's name and dosage.

Pupil's Details

Name

Address.....

.....

DOB.....Class..... Male/Female.....

Medication

Name of Medication.....

How long will your child need to take the medication

Date dispensed.....Expiry Date.....

Directions for Use

Time..... Dosage.....

Self Administration.....

Special precautions and side effects.....

Contact Information

Who to contact in an emergency.....

Contact Number.....

Relationship to pupil.....

Date.....Signed.....



Record of Medication Given

Name of Child.....Class.....

Staff are to check the name of the medication on the permission form is the same as the medication being given.

Date	Time	Name of medication	Dosage given	Administers name	Signature	Witness Name	Signature