



Guidance for schools when supporting pupils with medical or mental health needs

Introduction:

This guidance provides information about the statutory and non-statutory expectations for schools who are supporting pupils with medical and mental health needs. It also includes useful strategies, links to resources and signposting to other organisations.

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What to do if a pupil who is attending your school has a physical health condition

- Ensure that you have read and understood [Supporting pupils at school with medical conditions](#)
- Make sure the school has an up to date policy for supporting pupils with medical conditions
- Coordinate a meeting with parents and carers, the school nurse and other relevant health professionals to discuss the child's medical support needs and create an Individual Health Care Plan (IHCP), where necessary.
- Involve the pupil when planning to meet their medical needs, where possible and where appropriate.
- Ensure that the IHCP includes information about the pupil's medical condition, triggers, signs, symptoms and treatments as well as specific support for the pupil's educational, social and emotional needs
- Consider whether any adaptations to the school environment are required
- Review the IHCP regularly to ensure it is up to date
- For some pupils, an additional emergency plan such as an Allergy Action Plan will be provided by a medical professional and should be stored alongside the pupil's IHCP
- Decide which members of staff need to be aware of the pupil's condition and ensure information is shared in a sensitive and confidential manner
- Ensure there are a sufficient number of trained staff available to implement the IHCP
- Ensure you have written permission from parents and carers to administer medication on site, where required
- Ensure that medication is stored according to your Supporting Pupils with Medical Conditions policy
- Consider arrangements or resources required for educational visits or other school activities to ensure that the pupil is able to participate. Additional safety measures may need to be put in place.
- Carry out a risk assessment for any activities that may pose an increased risk for the child
- If the pupil needs support to safely evacuate from the building in the event of an emergency, write a Personal Emergency Evacuation Plan (PEEP)
- If the pupil requires support with personal care, create an intimate care plan
- Consult the pupil's medical team if the pupil requires support with moving and handling. Ensure a moving and handling risk assessment and care plan is in place
- Contact [Lancasterian Outreach and Inclusion Service \(LOIS\)](#) for advice, support and training to meet the needs of pupils with medical conditions and/or physical disabilities

What to do if a pupil who is attending school is experiencing poor mental health

- Establish the views of the young person and their family and use a person-centred approach when planning to meet their needs
- Work with your Senior Mental Health Lead and ensure that appropriate support and provision is put in place at the earliest opportunity
- Follow and implement the advice, strategies and tools included in Manchester's Emotional Barriers to School Attendance guidance to ensure that you are taking an evidence based approach to supporting the pupil
- Take a multi-agency approach to identifying the pupil's needs and planning support and interventions
- If the pupil's mental health needs are beginning to impact on their attendance, you should complete an EBSA support plan, as outlined in the EBSA guidance for schools
- Carry out a risk assessment for any activities that may pose an increased risk for the child
- Consult and seek advice from the school nursing service and an Educational Psychologist
- Support a referral to psychological services such as CAMHS and arrange other bespoke support through organisations such as 42nd St, Place2Be and MTHRIVE, where appropriate
- Carry out an Early Help Assessment as and when required

What to do if a pupil is not attending school due to a physical health condition

- Ensure that you have read and understood [Supporting pupils at school with medical conditions](#) and [Arranging education for children who cannot attend school because of health needs](#)
- Seek advice from relevant health professionals and consider whether there are any adaptations that could be made to the school environment or school day to support the pupil to attend school
- Contact [Lancasterian Outreach and Inclusion Service \(LOIS\)](#) for advice, support and training to meet the needs of pupils with medical conditions and/or physical disabilities

- Maintain regular contact with the pupil and their family, including through home visits and phone calls
- Consider ways in which to maintain a sense of belonging for the pupil, even when they are not able to attend school
- Consider whether an AV1 telepresence robot could be used as a short term intervention to enable the pupil to continue to access their education. You can find more details about how to request an AV1 Robot [here](#).
- Make a referral to Manchester Hospital School by completing the [Manchester Hospital School Section 19 Referral form](#) if a pupil's attendance meets Section 19

What to do if a pupil is not attending school due to emotional barriers to school attendance

- Ensure you have read and understood the [DFE publication: Summary of responsibilities where a mental health issue is affecting school attendance](#)
- Follow and implement the advice, strategies and tools included in Manchester's Emotional Barriers to School Attendance guidance to ensure that you are taking an evidence based approach to supporting the pupil
- Complete an EBSA support plan
- Carry out an Early Help Assessment
- Contact the Advice and Guidance Team at Manchester Hospital School for further advice and signposting (contact details are included below)
- Make a referral to Manchester Hospital School by completing the [Manchester Hospital School Section 19 Referral form](#) if a pupil's attendance meets Section 19

Further advice and guidance:

If you would like any further advice or guidance regarding the information provided in this booklet, please contact our Advice and Guidance Team on: adviceandguidance@hospital.school.manchester.sch.uk