

Part 2 will need to ensure that the following are covered as a minimum:

1.	School context Bingham Primary School is committed to ensuring that all pupils with medical conditions are supported to access a full and inclusive education. The school supports pupils with a range of medical needs, including but not limited to asthma, allergies, epilepsy, feeding difficulties and continence needs. The school recognises that some pupils may require ongoing medical intervention, specialist equipment, medication administration or emergency treatment whilst attending school. Appropriate arrangements will be put in place to ensure that these pupils remain safe, achieve well and participate fully in all aspects of school life. The Headteacher has overall responsibility for ensuring that appropriate policies, procedures, staffing and resources are in place to meet pupils' medical needs.
2.	How the school will ensure that pupils with medical conditions are fully integrated into school life. At Bingham Primary School will ensure that pupils with medical conditions: • Have access to a full curriculum. • Participate in educational visits, sporting activities, clubs and residential experiences wherever possible. • Are not disadvantaged because of their medical condition. • Receive reasonable adjustments where required. • Are supported to access examinations and assessments appropriately. • Have their attendance and wellbeing monitored. Risk assessments will be completed where necessary to identify adjustments required to enable participation whilst maintaining safety
3.	How the school will work with partners and agencies – including parents and carers. Bingham Primary School recognises that successful support requires effective partnership working. The school may work with: • Parents and carers. • School Nursing Service.

	• Community Paediatricians. • Specialist Nurses. • Occupational Therapists. • Physiotherapists. • Speech and Language Therapists. • CAMHS. • Dietitians. • Children's Social Care. • Local Authority Inclusion Teams. • Emergency Services. Parents are expected to provide up-to-date information regarding their child's medical needs and attend review meetings when requested. External professionals may provide advice, training, care plans and support for school staff.
4.	School expectations for record keeping – Bingham Primary School will maintain accurate and confidential records relating to pupils' medical conditions. Information will initially be gathered through: • Admission forms. • Annual data collection updates. • Parent notifications. • Healthcare professional reports. • Medical diagnosis documentation. The SENDCo and School Business Manager will maintain central records and undertake termly checks to ensure information remains current. Medical information will inform: • Individual Healthcare Plans. These will be put on CPOMs • Risk Assessments. • Educational Visit Planning. • Staff briefing documents. Medication Administration Records (MARs), consent forms and incident reports will be stored securely in accordance with GDPR requirements.
5.	IHPs – An Individual Healthcare Plan will be developed where required. Plans will include: • Details of the medical condition. • Signs, symptoms and triggers. • Medication requirements. • Emergency procedures. • Daily support needs. • Staff training requirements. • Arrangements for off-site activities.

	The SENDCo/ Headteacher or SLT will coordinate IHP development in consultation with parents and relevant healthcare professionals. All IHPs will be reviewed: • Annually as a minimum. • Following hospital admission. • Following changes to medication or diagnosis. • Following any significant incident. Relevant staff will receive a copy and appropriate training before implementation.
6.	Wider staff training – All staff at Bingham Primary School will receive awareness training regarding: • Asthma. • Allergies and anaphylaxis. • Emergency procedures. • Infection prevention and control. • Administration of medication. Where required, specialist training will be arranged for individual pupils' needs including: • Diabetes. • Epilepsy. • Tube feeding. • Continence support. • Emergency medication administration. Training records will be maintained by the School Business Manager and reviewed annually.
7.	MAR template and details on how the school expects procedures for administration of medication to proceed and who checks. Medication will only be administered when written parental consent has been received. Staff administering medication must: • Check identity of the pupil. • Check medication name. • Check dosage. • Check expiry date. • Check administration instructions. • Complete the MAR record immediately after administration. Medication must never: • Be administered without consent.

	• Be transferred into alternative containers. • Be left unattended. • Be administered by untrained staff where specialist training is required. • The Headteacher/SLT will undertake regular monitoring of MAR records to ensure compliance.
8.	Use and storage of emergency medication – who, what, when, where etc Access arrangements must ensure controlled drugs remain secure whilst being immediately accessible in an emergency. Detail whether pupils are age and stage appropriate to have emergency medications on their person (i.e. asthma inhalers and AAls) Medication disposal procedures Emergency medication includes but is not limited to: • Salbutamol inhalers. • Adrenaline Auto Injectors (AAls). • Emergency epilepsy medication. Emergency medication will be: • Clearly labelled. • Stored securely. • Accessible without delay. • Available during all school activities. Where appropriate and agreed through the IHP, pupils may carry their own inhalers or AAls (unlikely in primary school) Controlled drugs will be stored in a locked cabinet whilst remaining immediately accessible in an emergency. Medication Disposal Expired or unused medication will be returned to parents for safe disposal. Medication will never be disposed of by school staff unless specifically authorised by pharmacy guidance.
9.	School procedure on OCM (over the counter medication) if relevant. This includes school agreed use of paracetamol or ibuprofen where relevant. The school does not routinely administer over-the-counter medication. Any exceptions, including paracetamol or ibuprofen, will require:

	• Written parental consent. • Appropriate storage. • Completion of MAR documentation. • Approval by a member of the senior leadership team. • Will need to be administered with two members of staff
10.	School expectations for the transfer of medication from home to school and vice versa. Parents are responsible for delivering medication directly to the school office. Medication must: • Be in original packaging. • Display the pharmacy label. • Include administration instructions. Medication must not be transported by pupils unless specifically agreed through an Individual Healthcare Plan.
11.	Emergency inhaler status if relevant The school maintains an emergency salbutamol inhaler in accordance with national guidance. Use will be recorded and parents informed immediately following administration. Replacement inhalers and spacers will be monitored and maintained by designated staff.
12.	Emergency medication on out of school activities No pupil will be excluded from an educational visit due to a medical condition without a full risk assessment being undertaken. Staff will ensure: • Medication accompanies the pupil. • Appropriate trained staff attend. • Emergency procedures are understood. • Contact details are available
13.	School procedures for the following: Infection Control

	The school follows Public Health guidance regarding infection prevention and control. Planned Hospital Admissions Parents should notify the school as early as possible of planned hospital admissions. Reintegration Following Hospital A reintegration meeting will be held where necessary to agree support arrangements and reasonable adjustments. Serious Medical Incidents Following a serious incident, welfare support will be offered to pupils and staff affected. Child Death The school will follow Trust, Local Authority and national guidance regarding bereavement management and critical incident response. Pupils Feeling Unwell Any pupil feeling unwell will be assessed by a trained member of staff and parents contacted where necessary. Off-Site Risk Assessments Medical considerations will form part of all educational visit risk assessments.
14.	How the school will support pupils to be active partners in their own medical care, age and stage appropriate. Bingham Primary School encourages pupils to become active partners in managing their health according to age and understanding. Pupils will be encouraged to: • Discuss their needs. • Inform an adult if they feel unwell. • Inform an adult if another pupil requires help. • Respect medication and medical equipment. • Understand emergency procedures. • Develop independence where appropriate

15.	Procedure for managing and reviewing serious incidents and near misses. How these will be reported to the LSB, investigated and lessons learned. All serious medical incidents and near misses will be: • Recorded using CPOMs • Investigated by the Headteacher or delegated senior leader. • Reported to the Local School Board where required. • Reviewed to identify lessons learned. • Used to update procedures, training and risk assessments.
16.	How compliance will be fed back to the LSB and then up to the Trust Board The Headteacher will provide regular assurance reports regarding compliance with medical conditions procedures. Reports will include: • Staff training compliance. • Medication audits. • Healthcare plan reviews. • Significant incidents. • Lessons learned. This information will be reported to the Local School Board and escalated to the Trust Board through established governance arrangements.
17.	Appendices: 1 – school agreed MAR template 2 – IHP template