



Baines School

Nil Sine Labore

Medical Conditions in School and Administration of Medication Policy for Baines School

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1. Policy Statement

At Baines School we are an inclusive community that aims to support and welcome pupils with medical conditions. The school provides all pupils with all medical conditions the same opportunities as others at school.

Our aim is to ensure that all pupil with medical conditions, in terms of both physical and mental health are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their full academic potential.

2. Legislation and statutory responsibilities

This policy meets the requirements under Section 100 of the Children and Families Act 2014, which places a duty on governing boards to make arrangements for supporting pupils at their school with medical conditions.

It is also based on the Department for Education's statutory guidance on supporting pupils with medical conditions at school.

3. Baines School Policy

Baines School will help to ensure they can through the following:

- ensuring all staff understand their duty of care to children and young people in the event of an emergency, and
- all staff feel confident in knowing what to do in an emergency.

Baines School will seek to make reasonable adjustments to cover activities to make them accessible to all, taking into consideration factors such as financial constraints, health and safety requirements and the interests of other pupils and will promote disability equality in line with the guidance provided by the Disability Equality Scheme.

Baines school understands that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood.

Baines school also understands the importance of medication being taken as prescribed and care been given as directed by healthcare professionals and parents/carers.

Baines school is an inclusive community that aims to support and welcome pupils with medical conditions. It provides pupils with medical conditions with the same opportunities and access to activities as other children.

No pupil will be denied admission or prevented from taking up a place in this school because arrangements for their medical condition have not been made.

We recognise that pupils may require on-going support, medicines or care while at school to help them manage their condition and keep themselves well. This school understands that all children with the same medical condition will not have the same needs.

At Baines School we receive and fully consider advice from healthcare professionals and listen to and value the views of parents/carers and pupils.

We recognise the social and emotional implications associated with medical conditions and will support children and families to achieve the best outcomes possible.

The Headteacher, Governors and Staff of Baines school will ensure that pupils with medication needs receive appropriate care and support in order to play full and active part in their school life. Some children with medical conditions may be considered to be disabled under the definition set out in the Equality Act 2010. Some may have special educational needs (SEN) and may have an Education, Health and Care Plan (EHCP) which brings together health and social care needs, as well as their special educational provision. The school recognises that duties in the Children and Families Act (England only), the Equality Act (England, Wales and Scotland) relate to children with disability or medical conditions and are anticipatory.

4. Roles and responsibilities

4.1 The Governing Body

The Governing Body has overall responsibility for the implementation of the Policy on supporting pupils with medical conditions at Baines School.

The Governing Body has overall responsibility for ensuring that the Policy, as written, does not discriminate on any grounds, including but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.

The Governing Body is responsible for ensuring that relevant health and social care professionals are consulted in order to guarantee that the needs of students with medical conditions are properly supported.

The Governing body will ensure that this policy clearly identifies the roles and responsibilities of all those involved in the arrangements they make to support pupils at school with medical conditions.

The governing body ensures the health and safety of their staff and anyone else on the premises or taking part in school activities (this includes all pupils). This responsibility extends to those staff and others leading activities taking place off-site, such as visits, outings or field trips.

The governing body ensures the schools health and safety policies and risk assessments are inclusive of the needs of pupils with medical conditions and reviewed annually.

4.2 The Headteacher

The Headteacher is responsible for ensuring that members of staff who provide support to pupils with medical conditions are suitably trained and have access to information needed.

The Headteacher is responsible for the day-to-day implementation and management of the Policy and relevant procedures of Baines School.

The Headteacher will ensure that supply teachers are appropriately briefed regarding students' medical conditions.

The Headteacher is responsible for handling complaints regarding this policy, as outlined in the school Complaints Policy.

The Headteacher ensures that the school's policy is developed and effectively implemented, and that staff are made aware of the policy and understand their role in its implementation.

The Headteacher retains overall responsibility for the development of healthcare plans, however day to day management of healthcare plans is delegated to the school's SENCO, working in partnership with other appropriate school staff, healthcare professionals and where appropriate social care professionals.

The Headteacher ensures school staff are appropriately supported and insured to support pupils and will work with the school's SENCO to monitor the effectiveness of medical provision at the school.

4.3 The Business Manager

The Business Manager is responsible for ensuring the correct level of insurance is in place for the administration of medication.

The Business Manager is responsible for ensuring the school's policy is kept up to date with the latest local and national guidance, legislative requirements and policy frameworks.

4.4 Members of Staff

Any member of school staff may be asked to provide support for pupils with medical conditions, including the administering of medicines, although they cannot be required to do so. Staff understand their duty of care to pupils both during, and at either side of the school day in the event of an emergency. In an emergency situation school staff are required under common law duty of care to act like any reasonably prudent parent/carer. This may include administering medication.

Will be responsible for supervision of self-medication and they will consider each request separately and will allow students themselves to manage their medical condition effectively in line with their individual healthcare plans

School staff will ensure students have easy and appropriate access to their medications at all times (including school trips, PE and sporting events, school transport and before and after school clubs)

School staff undertaking medical duties will receive sufficient training to undertake medical tasks and will achieve the necessary level of competency before they take on responsibility to support children with medical needs. Staff should not give prescription medicines or undertake healthcare procedures without appropriate training. The school SENCO and First Aid Staff are responsible for arranging staff training and ensuring that all relevant staff are made aware of the child's medical condition.

The school accepts that all employees have rights in relation to supporting student with medical need as follows:

- Choose whether or not they are prepared to be involved
- Receive training as appropriate and work to clear guidelines

- Bring to the attention of the leadership team any concern or matter relating to supporting students with medical conditions

Risk assessments will be carried out for school trips, residential stays and other school activities. This school will make sure that a trained member of staff is available to accompany a pupil with a medical condition on an off-site visit, including overnight stays.

Where a child is returning to school following a period of hospital education or alternative provision school staff will work closely with parents/carers/carers to ensure a successful and smooth reintegration. Specialist healthcare professionals may provide advice on developing healthcare plans and support in schools for children with particular conditions (e.g. asthma, diabetes, epilepsy).

If a pupil needs to attend hospital, then the student's parent/carer will be informed and a member of staff (preferably known to the pupil) will stay with them until a parent arrives, or accompany a child taken to hospital by ambulance. They will not take pupils to hospital in their own car. The staff member concerned should inform a member of the school's senior leadership team.

Staff receive updates at least once a year for medical needs and know how to act in an emergency. Additional training is prioritized for key staff members who work with children who have specific medical conditions supported by an Individual Health Care Plan.

The action required for staff to take in an emergency for the common serious conditions at this school is available electronically on the School's Management Information System.

Individual Health Care plans are used to inform the appropriate staff (including supply teachers and support staff) of pupils with complex health needs in their care who may need emergency. Procedures are in place so that either a copy of the pupil's Individual Health Care Plan and/ or Data Collection Sheet is sent to the emergency care setting with the pupil. On occasions when this is not possible

4.5 Parents and Carers

The prime responsibility for a pupil's health lies with the parent / carer.

Parents should provide school with sufficient and up-to-date information about their child's medical needs and train their child to self-administer medication if this is practicable so that members of staff will only be asked to be involved if there is no alternative.

Parents are responsible for advising or training staff on the administration of prescription medication (in line with the printed advice that accompanies the medication).

Where parents have asked the school to administer the medication for their child, they must complete a school Consent form. This ensures that the school is able to comply with the requirement to keep adequate records. School will only administer essential medication to a child where it would be detrimental to their health not to do so during the school day.

Parents/carers should work in partnership with the school to develop and review the healthcare plans. Where parents / carers do not engage with school regarding medical concerns for a student, the school will refer to the school nurse in order to support the pupil and their medical needs.

Parents/carers should carry out any actions identified on their child's healthcare plan and/or medical requirements e.g. provide medicines and equipment and ensure they or another

nominated adult are contactable at all times. Medicines must be properly presented by parents through the school office and in accordance with the notes on the Medical Information Consent Form. Parents/carers will ensure they adhere to the following school guidelines:

- Provide complete written and signed instructions (using Baines Medical Care Plan) for any prescribed medication as without this the school cannot administer them
- Keep their children at home if acutely unwell or infectious for the recommended period of time
 - Provide reasonable quantities of medication at a time
- Renew any medication when supplies are running low and ensure that the medication supplied is within its expiry date.
- Deliver each item of medication to school in a secure and labelled container as originally dispensed with the prescription label. Each item of medication must be clearly labelled with the following information: Pupil's Name, Name of medication, Dosage, Frequency of administration, Date of dispensing, Storage requirements (if important) and Expiry date.
- Notify the school/ in writing if the pupil's need for medication has ceased.
- Abide by the rule that the school cannot administer any medicines that have not been prescribed by a Doctor.
- Parents/carers at this school understand that they should let the school know immediately if their child's needs change.
- If a pupil misuses their medication, or anyone else's, their parent is informed as soon as possible and the school's disciplinary procedures are followed.

4.6 Educational Visit Trip Leaders

The Trip Leader is responsible for undertaking a risk assessment for school trips and external activities.

4.7 Pupils

Pupils are often best placed to provide information about how their condition affects them and should be fully involved in discussions as much as possible about their medical support needs. This will include encouraging children who are competent managing their own medicines and procedures as reflected in their healthcare plan.

All children with a medical condition should have an Individual Healthcare Plan (IHP). An IHP details exactly what care a child needs in school, when they need it and who is going to give it. It should also include information on the impact any health condition may have on a child's learning, behaviour or classroom performance. This should be drawn up with input from the child (if appropriate) their parent/carer, relevant school staff and healthcare professionals, ideally a specialist if the child has one.

It is the responsibility of the students to follow all medical protocols within school.

4.8 Local Authority

Local authorities have a duty to commission school nurses and to promote cooperation between relevant partners with the view to improving the wellbeing of children.

Local authorities provide advice, support and training to ensure that support specified within healthcare plans is delivered effectively.

Local authorities have a duty to make arrangements when it is clear that a child will be away from school for 15 days or more (whether consecutive or cumulative across the school year) because of health needs.

5. Enrolment forms

Parents/carers at this school are asked if their child has any medical conditions on a data collection form. If a pupil has a short-term medical condition that requires medication during school hours (e.g. antibiotics to cover a chest infection), a medication form, plus explanation is sent to the pupil's parents/carers to complete.

On enrolment parents/carers are also asked to complete a medical form which asks parents to identify any medical conditions or complex health needs.

School collates response and identifies those needing individual health care plans. The school writes to parents either to review Individual Health Care Plan (IHP) or start new plan if needed.

c. Shakespeare uses an Individual Health Care Plan for children with complex health needs to record important details about the individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments. Further documentation can be attached to the Individual Health Care Plan if required.

Examples of complex health needs which may generate an Individual Health Care Plan include:

- diabetes
- gastrostomy feeds
- a tracheostomy
- anaphylaxis
- a central line or other long term venous access
- severe asthma that has required a hospital admission within the last 12 months
- epilepsy with rescue medication

6. Individual Healthcare Plans

Individual Healthcare Plans (IHP) ensure that the focus remains on the individual child's needs and consider how their medical condition impacts on their school life.

IHPs provide clarity of what actions need to be taken, when they need to be carried out by and whose responsibility these actions are.

When the school is notified that a pupil has a medical condition the Medical and Mental Health support worker will meet with parents/carers and healthcare professionals. Decisions will be made as quickly as possible regarding transition arrangements; staff training or support and these actions will be kept under review according to the needs of the individual child. All healthcare plans are reviewed annually.

An IHP, accompanied by an explanation of why and how it is used, is sent to all parents/carers of pupils with a complex health need. This is sent:

- at the start of the school year
- at enrolment
- when a diagnosis is first communicated to the school
- transition discussions
- new diagnosis

It is the parent's responsibility to fill in the Individual Health Care Plan with the school SENCO. The school will contact the parent/carer if health information has not been returned.

Individual Health Plans are used to create a centralised register of pupils with complex health needs. An identified member of school staff has responsibility for the register at this school. Schools should ensure that there is a clear and accessible system for identifying pupils with health plans/medical needs such as names being 'flagged' on the SIMs system. A robust procedure should be in place to ensure that the child's record, contact details and any changes to the administration of medicines, condition, treatment or incidents of ill health in the school are updated on the schools record system.

The responsible member of school staff follows up with the parents/carers and health professional if further detail on a pupil's Individual Health Plan is required or if permission or administration of medication is unclear or incomplete.

Parents/carers at this school are regularly reminded to update their child's Individual Health care Plan if their child has a medical emergency or if there have been changes to their symptoms (getting better or worse), or their medication and treatments change. Each Individual Health Care Plan will have a review date.

Parents/carers should have a designated route/person to direct any additional information, letters or health guidance to in order that the necessary records are altered quickly and the necessary information disseminated.

Individual Health Plans are used by this school to:

- inform the appropriate staff about the individual needs of a pupil with a complex health need in their care
- identify important individual triggers for pupils with complex health needs at school that bring on symptoms and can cause emergencies. This school uses this information to help reduce the impact of triggers
- ensure this school's emergency care services have a timely and accurate summary of a pupil's current medical management and healthcare in an emergency

7. Training

Whole staff awareness training regarding supporting children's medical needs will be carried out at the beginning of each Autumn Term.

New members of staff and volunteers will have this training as part of their induction package. Arrangements for this have been set out in the induction policy.

The school undertakes annual Epipen training and diabetes training matched to the individual child's health care plan.

8. Physical environment

Baines School is committed to providing a physical environment that is as accessible as possible to pupils with medical conditions. Baines School commitment to the provision of an accessible physical environment includes out-of-school visits and recognises that this may sometimes mean changing activities or locations.

9. Risk Assessments

Risk assessments are carried out by this school prior to any out-of-school visit or off-site provision and medical conditions are considered during this process. This school considers: how all pupils will be able to access the activities proposed; how routine and emergency medication will be stored and administered, where help can be obtained in an emergency, and any other relevant matters.

School understands that there may be additional medication, equipment or other factors to consider when planning residential visits or off-site activities. The school considers additional medication and facilities that are normally available at school.

School carries out risk assessments before pupils start any work experience or off-site educational placement. It is this school's responsibility to ensure that the placement is suitable, including travel to and from the venue for the pupil. Permission is sought from the pupil and their parents/carers before any medical information is shared with an employer or other education provider.

10. School Procedures

- Staff understand the common medical conditions that affect pupils at this school. This school allows adequate time for staff to receive training on medical conditions and briefings are held to discuss the impact medical conditions can have on pupils.
- Staff receive additional training about any children they may be working with who have complex health needs supported by an Individual Health Care Plan (previously known as a Care Plan).
- Baines school understands that it has a responsibility to make the school welcoming and supportive to pupils with medical conditions who currently attend and to those who may enrol in the future.
- Pupils with medical conditions are encouraged to take control of their condition.
- Parents/carers of pupils with medical conditions will be informed of the care their children receive at this school at regular meetings.
- The school ensures all staff understand their duty of care to children and young people in the event of an emergency.
- All staff have access to information about what to do in an emergency.
- All staff have an understanding of the common medical conditions that may affect children at this school. Staff receive briefing and training on the impact medical conditions can have on pupils. The Head teacher is responsible for ensuring staff receive regular updates. The School Nurses can provide updates if the school requests these.
- The medical conditions in school and administration of medication policy is understood and followed by the whole school and local health community.

- The school's policy is supported by a clear communication plan for staff, parents/ carers and other key stakeholders to ensure its full implementation.
- Parent/carers are informed about the medical conditions policy:
 - ✓ by including a policy statement in the schools' prospectus and signposting access to the policy
 - ✓ at the start of the school year when communication is sent out about Individual Health Plans
 - ✓ in the School Newsletter at intervals in the year
 - ✓ when their child is enrolled as a new pupil
 - ✓ via the school's website, where it is available all year round
- School staff are informed and regularly reminded about the school's medical conditions policy:
 - ✓ through the staff handbook and staff meetings
 - ✓ through scheduled medical conditions updates
 - ✓ through the key principles of the policy being displayed in several prominent staff areas at this school
- all supply and temporary staff are informed of the policy and their responsibilities including who is the designated person, any medical needs or Individual Health Plans related to the children in their care and how to respond in emergencies
- Staff are made aware of Individual Health Plans as they relate to their teaching/supervision groups by the delegated person.
- If a pupil is sent to hospital procedures are in place to ensure their Data Collection Form is sent with them (or the information on it is communicated) to the hospital as soon as possible.
- The school has clear guidance on the administration of medication at school as detailed within this policy.

11. Administration of Medication

11.1 Administration – emergency medication

Medicines should only be administered in school when it would be detrimental to a child's health or school attendance not to do so. Baines school will seek to ensure that pupils with medical conditions have easy access to their emergency medication and will ensure that all pupils understand the arrangements for any members of staff to assist in helping them take their emergency medication safely.

11.2 Administration – general

This school understands the importance of medication being taken as prescribed. If a pupil requires regular prescribed medication at school, parents/carers are asked to provide consent on their child's medication plan (form 3a) giving the pupil or staff permission to administer medication on a regular/daily basis, if required. This form is completed by parents/carers for pupils taking short courses of medication. All parents/carers of pupils with a complex health need who may require medication in an emergency are asked to provide consent on the Individual Health Plan for staff to administer medication.

All use of medication is done under the appropriate supervision of a member of staff at this school unless there is an agreed plan for self-medication. Staff should be aware if pupils are using their medication in an abnormal way and should discuss this with the child and their parent/ carer.

All staff are aware that there is no legal or contractual duty for any member of staff to administer medication or supervise a pupil taking medication unless they have been specifically contracted to do so or unless the situation is an emergency and falls under their regular duty of care arrangements.

Office staff and Support Staff take on the voluntary role of administering medication. For medication where no specific training is necessary, any member of staff may administer medication to pupils under the age of 16, but only with the written consent of the pupil's parent. Children under the age of 16 should never be given medicine containing aspirin unless prescribed by a doctor.

Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside of school hours. All medicines must be prescribed by a Doctor and in the original container. They must be in date, labelled with the child's name, instructions for administration, dosage and storage. The exception being insulin which still must be in date but will generally be available to schools inside an insulin pump or pen, rather than in the original container.

Staff may administer a controlled drug to the child whom it has been prescribed by a Doctor. A record will be kept and instructions will be followed.

Medicines no longer required will be returned to parents/carers to arrange for safe disposal. Sharps boxes are available in the medical room for the safe disposal of needles.

If children refuse to take medicines, staff will not force them to do so, and will inform the parents/carers of the refusal, as a matter of urgency, on the same day. If a refusal to take medicines results in an emergency, the school's emergency procedures will be followed.

In some circumstances, medication is only administered by an adult of the same gender as the pupil, and preferably witnessed by a second adult. This will be agreed in the Individual Health Care Plan.

All staff attending off-site visits should make themselves aware of any pupils on the visit who have medical conditions. They will need to know information about the type of condition, what to do in an emergency and any other additional support necessary, including any additional medication or equipment needed. If a trained member of staff, who is usually responsible for administering medication, is not available the school makes alternative arrangements to provide the service. This is always addressed in the risk assessment for off-site activities.

Personal Protection Equipment will be worn to administer medication to children if it involves skin to skin contact or the transference of bodily fluids e.g. applying eczema cream or administering an insulin injection to a child with diabetes.

11.3 Safe storage – emergency medication

Emergency medication is readily available to pupils who require it at all times during the school day or at off-site activities. If the emergency medication is a controlled drug and needs to be locked up, the keys are readily available and not held personally by members of staff.

If the pupil concerned is involved in extended school services, then specific arrangements and risk assessments should be agreed with the parent and appropriate staff involved.

11.4 Safe storage – non-emergency medication

All non-emergency medication is kept in a secure place, in a lockable cupboard in a cool dry place. Pupils with medical conditions know where their medication is stored and how to access it.

Staff ensure that medication is accessible only to those for whom it is prescribed

11.5 Safe storage – general

Baines School First Aid Staff are the designated people who ensures the correct storage of medication at school.

All controlled drugs are kept in a locked cupboard and only designated staff have access. The identified member of staff checks the expiry dates for all medication stored at school each term (i.e. three times a year).

The designated members of staff, along with the parents/carers of pupils with medical conditions, ensures that all emergency and non-emergency medication brought into school is clearly labelled with the pupil's name, the name of the medication, route of administration, dose and frequency, an expiry date of the medication.

All medication is supplied and stored in its original containers. All medication is labelled with the pupil's name, the name of the medication, expiry date and the prescriber's instructions for administration, including dose and frequency.

Medication is stored in accordance with the manufacturer's instructions, paying particular note to temperature. Some medication for pupils may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labelled. Refrigerators used for the storage of medication are inaccessible to unsupervised pupils.

It is the parent/carer's responsibility to ensure new and in date medication comes into school with the appropriate instructions and ensures that the school receives this.

11.6 Safe disposal

Parents/carers at this school are asked to collect out-of-date medication. If parents/carers do not pick up out-of-date medication, or at the end of the school year, medication is taken to a local pharmacy for safe disposal.

School first aid staff are responsible for checking the dates of medication and arranging for the disposal of any that have expired. This check is done at least 3 times a year and is always documented.

Sharps boxes are used for the disposal of needles. Parents/carers obtain sharps boxes from the child's GP or paediatrician on prescription.

If a sharps box is needed on an off-site or residential visit, a named member of staff is responsible for its safe storage and return to a local pharmacy, to school or to the pupil's parent.

Collection and disposal of sharps boxes is arranged with the local authority's environmental services.

This school has clear guidance about record keeping of disposed medication.

12. Additional Legislation and guidance

Local authorities, schools and governing bodies are all responsible for the health and safety of pupils in their care. Areas of legislation that directly affect this policy are described in more detail in Managing Medicines in Schools and Early Years Settings. The main pieces of legislation are the Disability Discrimination Act 1995 (DDA), amended by the Special Educational Needs and Disability Act 2001 (SENDA) and the Special Educational Needs and Disability Act 2005. These acts make it unlawful for service providers, including schools, to discriminate against disabled people. Other relevant legislation includes:

- Lancashire guidelines/policies on dealing with critical incidents, visits, and records management
- Reporting of Injuries, Diseases & Dangerous Occurrences Regulations. (R.I.D.D.O.R)
- The DFE's Managing Medicines in Schools and Early Years Settings (2004) guidance
- Disability Discrimination Act 1995 (DDA) and the Special Educational Needs and Disability Acts (2001 and 2005)
- Medical conditions protected by the DDA and SENDA
- The Commission for Equality and Human Rights (CEHR) (previously the Disability Rights Commission) publishes a code of practice for schools, which sets out the duties under the DDA and gives practical guidance on reasonable adjustments and accessibility. The CEHR offers information about who is protected by the DDA, schools' responsibilities and other specific issues.
- The Education Act 1996
 - Section 312 of the Education Act covers children with special educational needs, the provisions that need to be made and the requirements local health services need to make to help a local authority carry out its duties.
- The Care Standards Act 2000
 - This act covers residential special schools and responsibilities for schools in handling medicines.
- Health and Safety at Work Act 1974
 - This act places duties on employers for the health and safety of their employees and anyone else on their premises. This covers the head teacher and teachers, non-teaching staff, pupils and visitors.
- Management of Health and Safety at Work Regulations 1999
 - These regulations require employers to carry out risk assessments, manage the risks identified and to communicate these risks and measures taken to employees.
- Medicines Act 1968
 - This act specifies the way that medicines are prescribed, supplied and administered.

13. Further advice and resources

The Anaphylaxis Campaign PO Box 275 Farnborough Hampshire GU14 6SX Phone 01252 546100	Asthma UK Summit House 70 Wilson Street London EC2A 2DB Phone 020 7786 4900
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<p>Fax 01252 377140 info@anaphylaxis.org.uk www.anaphylaxis.org.uk</p>	<p>Fax 020 7256 6075 info@asthma.org.uk www.asthma.org.uk</p>
<p>Diabetes UK Macleod House 10 Parkway London NW1 7AA Phone 020 7424 1000 Fax 020 7424 1001 info@diabetes.org.uk http://www.diabetes.org.uk/</p>	<p>Epilepsy Action New Anstey House Gate Way Drive Yeadon, Leeds LS19 7XY Phone 0113 210 8800 Fax 0113 391 0300 epilepsy@epilepsy.org.uk www.epilepsy.org.uk</p>
<p>Long-Term Conditions Alliance 202 Hatton Square 16 BaldwinsGardens London EC1N 7RJ Phone 020 7813 3637 Fax 020 7813 3640 info@ltca.org.uk www.ltca.org.uk</p>	<p>Department for Children, Schools and Families Sanctuary Buildings Great Smith Street London SW1P 3BT Phone 0870 000 2288 Textphone/Minicom 01928 794274 Fax 01928 794248 info@dcfs.gsi.gov.uk www.dcsf.gov.uk</p>
<p>Council for Disabled Children National Children's Bureau 8 Wakley Street London EC1V 7QE Phone 020 7843 1900 Fax 020 7843 6313 cdc@ncb.org.uk www.ncb.org.uk/cdc</p>	<p>National Children's Bureau National Children's Bureau 8 Wakley Street London EC1V 7QE Phone 020 7843 6000 Fax 020 7278 9512 www.ncb.org.uk</p>