

**ST JOSEPH'S CATHOLIC PRIMARY SCHOOL,
WORCESTER**

Following Jesus in all we do'

MEDICAL CONDITIONS

POLICY

2018-2019

Contact Details

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Policy statement

St Joseph's Catholic Primary School is an inclusive community that aims to support and welcome pupils with medical conditions. Our aim is to ensure that our school is welcoming and supportive to pupils with medical conditions who currently attend and to those who may wish to enrol in the future.

Our aims:

- To ensure all pupils with all medical conditions have the same opportunities as others at school.
- Ensure our children have the knowledge and skills to stay healthy and safe.
- Ensure all our children enjoy and achieve in all areas of school life.
- Ensure all our children make a positive contribution.
- Ensure all our children achieve economic well-being.
- Encourage our children with medical conditions to take control of their condition and ensure our children feel confident in the support they receive from all staff members to do this.
- Ensure all our children with medical conditions are included in all school activities.
- Ensure our parents of pupils with medical conditions feel secure in the care their children receive at our school.
- Ensure all staff understand their duty of care to children and young people in the event of an emergency.
- Ensure all staff feel confident in knowing what to do in an emergency.
- Our school understands that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood.
- Our school understands the importance of medication being taken as prescribed.
- All our staff understand the common medical conditions that affect children at our school. Staff receive training on the impact medical conditions can have on pupils.

The medical conditions policy is understood and supported by the whole school and local health community.

Communication and Training

It is our aim that our Medical Conditions Policy provides a clear Communication Plan for staff, parents and other key stakeholders to ensure full implementation of the policy.

Aims:

- To ensure pupils are informed and regularly reminded about the medical conditions policy where appropriate. Pupils will be shown where to access the policy on the school's website and during Personal, Social and Health Education (PHSE) lessons.
- Parents will be informed and regularly reminded how to access the policy via the website and through the school's induction pack to new parents.
- Staff will be regularly informed and reminded about the medical conditions policy during training sessions and staff meetings. Also the policy will be available to all staff including temporary support staff.
- We will ensure that relevant local health staff are informed and provided with access to the medical conditions policy.
- Governing bodies will be regularly reminded about the school's medical conditions policy.

Communication and Training Aims:

- We will ensure all staff at St Joseph's are aware of the most common serious medical conditions.
- Ensure that all staff understand their duty of care to pupils in the event of an emergency and understand that in an emergency situation staff will be required under common law duty of care to act like any reasonable parent, including the administration of medication.
- Ensure all staff receive regular training and know what to do in an emergency for the pupils in their care with medical conditions.
- Ensure that displays showing staff the action to take in an emergency are placed in prominent locations.
- Ensure health care plans are completed and shared with all appropriate staff.
- Ensure that where required, the pupil's Healthcare Plan is sent to the emergency care setting with the pupil.
- Ensure arrangements have been made with the local hospital to ensure a timely transfer.
- All staff will be trained in the school's general emergency procedures and staff training is refreshed at least once a year.

Administration of Medication

At St Joseph's we understand the importance of medication being taken as prescribed and that all prescribed / emergency medication for pupils at St Joseph's, with medical conditions is easily accessible to either be administered themselves or have it administered under the supervision of a named member of staff.

When their parents and health specialists determine they are able to start taking responsibility for their condition, pupils are encouraged to carry and administer their own emergency medication. They will carry their emergency medication with them at all times, except if they are controlled drugs as defined in the Misuse of Drugs Act 1971. This arrangement also applies to any off-site or residential visits.

Pupils who do not carry and administer their own emergency medication:

- Pupils, who do not carry and administer their own emergency medication, know where their medication is stored and how to access it.
- Pupils who do not carry and administer their own emergency medication understand the arrangements for a member of staff (and the reserve member of staff) to assist in helping them take their medication safely.
- All staff are made 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.
- For medication where no specific training is necessary, **any** member of staff may administer prescribed and non-prescribed medication to pupils under the age of 16, **but only with the written consent of the pupil's parent.**
- Where specific training is needed, it will be given to all staff members who agree to administer medication to named pupils.
- All school staff will be informed through training that they are required, under common law duty of care, to act like any reasonably prudent parent in an emergency situation. This may include taking action such as administering medication.
- In some circumstances medication may only be administered by an adult of the same gender as the pupil, and preferably witnessed by a second adult.
- Parents at our school understand that if their child's medication changes or is discontinued, or the dose or administration method changes, that they should notify the school immediately.

- If a pupil at our school refuses their medication, staff record this and follow school procedures. Parents are informed as soon as possible.
- If a pupil at our school needs supervision or access to medication during home to school transport this will be organised by the local authority.

All staff attending off-site visits will be made aware of any pupils with medical conditions on the visit. They will receive 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 we will make alternative arrangements to provide the service. This is always addressed in the risk assessment for off-site activities.

If a pupil misuses medication, either their own or another pupil's, their parents are informed as soon as possible. These pupils are subject to our school's usual disciplinary procedures.

Storage of medication

Our school has clear guidance on the storage of medication at school. 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 this is securely locked and the keys are readily available.

Safe storage – emergency medication

- All pupils know where their emergency medication is stored securely in the classroom and carry their emergency medication on them at all times where necessary. Pupils keep their own emergency medication securely.
- Pupils, whose healthcare professionals and parents advise the school that their child is not yet able or old enough to self-manage and carry their own emergency medication, know exactly where to access their emergency medication.

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 only accessible to those for whom it is prescribed.

Safe storage – general

Our lead first aider ensures the correct storage of medication at school.

All controlled drugs are kept in a locked cupboard and only named staff members have access, even if pupils normally administer the medication themselves.

Three times a year our lead first aider checks the expiry dates for all medication stored at school.

Our lead first aider, along with the parents of pupils with medical conditions, ensures that all emergency and non-emergency medication brought in to school is clearly labelled with the pupil's name, the name and dose of the medication and the frequency of the dose. This includes all medication that pupils carry themselves.

- All medication is supplied and stored, wherever possible, 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 instructions, paying particular note to temperature.
- Some medication for pupils at our school 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 in a secure area.
- All medication is sent home with pupils at the end of the school year. Medication is not stored in summer holidays.

It is the parent's responsibility to ensure new and in date medication comes into school on the first day of the new academic year.

Safe disposal

Parents at our school are asked to collect out-of-date medication.

If parents 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.

Sharps boxes are used for the disposal of needles. Parents obtain sharps boxes from the child's GP or paediatrician on prescription. All sharps boxes in this school are stored in a locked cupboard unless alternative safe and secure arrangements are put in place on a case-by-case basis.

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 or to school or the pupil's parent.

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

Record Keeping

St Joseph's has clear guidance about record keeping enrolment forms. Parents are asked if their child has any health conditions or health issues on the enrolment form, which is filled out at the start of each school year. Parents of new pupils starting at other times during the year are also asked to provide this information on enrolment forms.

Healthcare Plans

Drawing up a Healthcare Plan. This school uses a Healthcare Plan to record important details about individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments.

A Healthcare Plan, accompanied by an explanation of why and how it is used, is sent to all parents of pupils with a long-term medical condition. This is sent:

- At the start of the school year.
- At enrolment.
- When a diagnosis is first communicated to the school.

If a pupil has a short-term medical condition that requires medication during school hours, a medication form plus explanation is sent to the pupil's parents to complete.

The parents, healthcare professional and pupils with a medical condition are asked to fill out the pupil's Healthcare Plan together. Parents then return these completed forms to the school.

We ensure that our Special Educational Needs Coordinator is present, if help is required to draw up a Healthcare Plan for pupils with complex healthcare or educational needs.

School Healthcare Plan register

Healthcare Plans are used to create a centralised register of pupils with medical needs. Our Special Educational Needs Coordinator (SEN), is responsible for the register at this school.

- Our SEN Coordinator will be responsible for ensuring that a member of staff follows up with the parents any further details on a pupil's Healthcare Plan required or if permission for administration of medication is unclear or incomplete with on-going communication and review of

Healthcare Plans.

- Parents at this school are regularly reminded to update their child's Healthcare 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.
- We will ensure that all staff at this school use opportunities such as teacher–parent interviews and home–school diaries to check that information held by the school on a pupil's condition is accurate and up to date.
- Every pupil with a Healthcare Plan reviews and discusses their plan at least once a year.

Storage and Access to Healthcare Plans

Parents and pupils at our school are provided with a copy of the pupil's current agreed Healthcare Plan.

- Healthcare Plans are kept in a secure central location at school. Apart from the central copy, specified members of staff (agreed by the pupil and parents) securely hold copies of pupils' Healthcare Plans. These copies are updated at the same time as the central copy.
- All Health Care Plans are storage in accordance with the School's GDPR policy.
- All members of staff who work with groups of pupils have access to the Healthcare Plans of pupils in their care.
- When a member of staff is new to a pupil group, for example due to staff absence, the school makes sure that they are made aware of (and have access to) the Healthcare Plans of pupils in their care.
- We will ensure that all our staff protect pupil confidentiality. We seek permission from parents to allow the Healthcare Plan to be sent ahead to emergency care staff, should an emergency happen during school hours or at a school activity outside the normal school day. This permission is included on the Healthcare Plan.
- We seek permission from the pupil and parents before sharing any medical information with any other party.

Use of Healthcare Plans:

Healthcare Plans are used by this school to:

- Inform the appropriate staff and supply teachers about the individual needs of a pupil with a medical condition in their care.
- Remind pupils with medical conditions to take their medication when they need to and, if appropriate, remind them to keep their emergency medication with them at all times.

- Identify common or important individual triggers for pupils with medical conditions at school that bring on symptoms and can cause emergencies.

This school uses information from the Health Care Plan to help reduce the impact of common triggers:

- We will ensure that all medication stored at school is within the expiry date.
- Ensure local emergency care services have a timely and accurate summary of a pupil's current medical management and healthcare in the event of an emergency.
- Remind parents of pupils with medical conditions to ensure that any medication kept at school for their child is within its expiry dates. This includes spare medication.

Consent to administer medicines

If a pupil requires regular prescribed or non-prescribed medication at school, parents are asked to provide consent on their child's Healthcare Plan giving the pupil or staff permission to administer medication on a regular/daily basis, if required. A separate form is sent to parents for pupils taking short courses of medication.

All parents of pupils with a medical condition who may require medication in an emergency are asked to provide consent on the Healthcare Plan for staff to administer medication.

If a pupil requires regular/daily help in administering their medication then the school outlines the school's agreement to administer this medication on the pupil's Healthcare Plan. The school and parents keep a copy of this agreement.

Parents of pupils with medical conditions at St Joseph's are all asked at the start of the school year on the Healthcare Plan if they and their child's healthcare professional believe the child is able to manage, carry and administer their own emergency medication.

Residential visits

Parents are sent a residential visit form to be completed and returned to school shortly before their child leaves for an overnight or extended day visit. This form requests up-to-date information about the pupil's current condition and their overall health. This provides essential and up-to-date information to relevant staff and school supervisors to help the pupil manage their condition while they are away. This includes information about medication not normally taken during school hours.

- All residential visit forms are taken by the relevant staff members on visits and for all out-of-school hours activities where medication is required. These are accompanied by a copy of the pupil's Healthcare Plan.
- All parents of pupils with a medical condition attending a school trip or overnight visit are asked for consent, giving staff permission to administer medication at night or in the morning if required.
- The residential visit form also details what medication and what dosage the pupil is currently taking at different times of the day. It helps to provide up-to-date information to relevant staff and supervisors to help the pupil manage their condition while they are away.

Other record keeping

St Joseph's keeps an accurate record of each occasion an individual pupil is given or supervised taking medication. Details of the supervising staff member, pupil, dose, date and time are recorded. If a pupil refuses to have medication administered, this is also recorded and parents are informed as soon as possible.

We ensure training on common medical conditions is held once a year and that all staff attending receive a certificate confirming the type of training they have had. A log of the medical condition training is kept by the school and reviewed every 12 months to ensure all new staff receive training. All school staff who volunteer or who are contracted to administer medication are provided with training by a healthcare professional. The school keeps a register of staff who have had the relevant training and keep an up-to-date list of members of staff who have agreed to administer medication and have received the relevant training.

Inclusive Environment

Our school ensures that the whole school environment is inclusive and favourable to pupils with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.

Physical environment

St Joseph's is committed to providing a physical environment that is accessible to pupils with medical conditions.

Pupils with medical conditions are included in the consultation process to ensure the physical environment at this school is accessible. St Joseph's is committed to providing an accessible physical environment, which includes out-of-school visits, and the school recognises that this sometimes means changing activities or locations.

Social interactions

We ensure the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured social activities, including during breaks and before and after school.

We ensure that the needs of pupils with medical conditions are adequately considered to ensure they have full access to extended school activities such as school discos, breakfast club, school productions.

All staff at St Joseph's are aware of the potential social problems that pupils with medical conditions may experience. Staff use this knowledge to try to prevent and deal with problems in accordance with the school's anti-bullying and behaviour policies.

Staff will use opportunities such as personal, social and health education (PSHE) lessons to raise awareness of medical conditions amongst pupils and to help create a positive social environment.

Exercise and physical activity

St Joseph's understands the importance of all pupils taking part in sports, games and activities. We ensure all classroom teachers, PE teachers and sports coaches make appropriate adjustments to sports, games and other activities to make physical activity accessible to all pupils.

- This school ensures all classroom teachers, PE teachers and sports coaches understand that pupils should not be forced to take part in an activity if they feel unwell.
- Teachers and sports coaches are aware of pupils in their care who have been advised to avoid or to take special precautions with particular activities.
- This school ensures that all PE teachers, classroom teachers and school sports coaches are aware of the potential triggers for pupils' medical conditions when exercising and how to minimize these triggers.
- This school ensures that all pupils have the appropriate medication or food with them during physical activity and that pupils take them when needed.
- This school ensures that all pupils with medical conditions are actively encouraged to take part in out-of-school clubs and team sports.

Education and learning

St Joseph's ensures that pupils with medical conditions can participate fully in all aspects of the curriculum and ensures that appropriate adjustments and extra support are provided.

- If a pupil is missing a lot of time at school, they have limited concentration or they are frequently tired, all teachers at this school understand that this may be due to their medical condition.
- Teachers are aware of the potential for pupils with medical conditions to have special educational needs (SEN). Pupils with medical conditions who are finding it difficult to keep up with their studies are referred to the SEN coordinator. Our SEN coordinator will consult with the pupil, parents and the pupil's healthcare professional to ensure that the effect of the pupil's condition on their schoolwork is properly considered.
- This school ensures that lessons about common medical conditions are incorporated into PSHE lessons and other parts of the curriculum.
- Pupils at this school learn about what to do in the event of a medical emergency.

Residential visits

Prior to any out-of-school visit, the school carries out risk assessments, and medical conditions are considered during this process. Factors our school considers include: how all pupils will be able to access the activities proposed, how routine and emergency medication will be stored and administered, and where help can be obtained in an emergency.

- We understand that there may be additional medication, equipment or other factors to consider when planning residential visits.
- We consider additional medication and facilities that are normally available at school.
- St Joseph's is committed to reducing the likelihood of medical emergencies by identifying and reducing triggers both at school and on out-of-school visits.
- All staff will or have been given training on medical conditions. This training includes detailed information on how to avoid and reduce exposure to common triggers for common medical conditions.
- The school has a list of common triggers for the common medical conditions at this school. The school has written a trigger reduction schedule and is actively working towards reducing or eliminating these health and safety risks.
- Written information about how to avoid common triggers for medical conditions has been provided to all school staff.
- St Joseph's uses Healthcare Plans to identify individual pupils who are sensitive to particular triggers. The school has a detailed action plan to ensure these individual pupils remain safe during all lessons and

activities throughout the school day.

- Full health and safety risk assessments are carried out on all out-of-school activities before they are approved, including residential visits, taking into account the needs of pupils with medical conditions.
- The school reviews medical emergencies and incidents to see how they could have been avoided and appropriate changes to this school's policy and procedures are implemented after each review.
- Each member of the school and health community knows their roles and responsibilities in maintaining an effective medical conditions policy.
- We work in partnership with all interested and relevant parties including the school's governing body, all school staff, parents, employers, community healthcare professionals and pupils to ensure the policy is planned, implemented and maintained successfully.

The following roles and responsibilities are used for the medical conditions policy at this school. These roles are understood and communicated regularly.

Employer

This school's employer has a responsibility to:

- Ensure the health and safety of their employees 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.
- Ensure health and safety policies and risk assessments are inclusive of the needs of pupils with medical conditions.
- Make sure the medical conditions policy is effectively monitored and evaluated and regularly updated.
- Report to parents, pupils, school staff and the local authority about the successes and areas for improvement of this school's medical conditions policy.
- Provide indemnity for staff who volunteer to administer medication to pupils with medical conditions.

Head teacher

St Joseph's head teacher has a responsibility to:

- Ensure the school is inclusive and welcoming and that the medical conditions policy is in line with local and national guidance and policy frameworks.
- Liaise between interested parties including pupils, school staff, special educational needs coordinators, pastoral support/welfare officers, teaching assistants, school nurses, parents, governors, the school health service, the local authority transport service, and local emergency care services.
- Ensure the policy is put into action, with good communication of the policy to all.
- Ensure every aspect of the policy is maintained.
- Ensure that information held by the school is accurate and up to date and that there are good information sharing systems in place using pupils' Healthcare Plans.
- Ensure pupil confidentiality.
- Assess the training and development needs of staff and arrange for them to be met.
- Ensure all supply teachers and new staff know the medical conditions policy.
- Delegate a staff member to check the expiry date of medicines kept at school and maintain the school medical conditions register.
- Monitor and review the policy at least once a year, with input from pupils, parents, staff and external stakeholders.
- Update the policy at least once a year according to review recommendations and recent local and national guidance and legislation.
- Report back to all key stakeholders about implementation of the medical conditions policy.

All school staff

All staff at St Joseph's have a responsibility to:

- Be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency.
- Understand the school's medical conditions policy.

- Know which pupils in their care have a medical condition and be familiar with the content of the pupil's Healthcare Plan.
- Allow all pupils to have immediate access to their emergency medication.
- Maintain effective communication with parents including informing them if their child has been unwell at school.
- Ensure pupils who carry their medication with them have it when they go on a school visit or out of the classroom.
- Be aware of pupils with medical conditions who may be experiencing bullying or need extra social support.
- Understand the common medical conditions and the impact it can have on pupils (pupils should not be forced to take part in any activity if they feel unwell).
- Ensure all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in.
- Ensure pupils have the appropriate medication or food with them during any exercise and are allowed to take it when needed.

Teaching staff

Teachers at St Joseph's have a responsibility to:

- Ensure pupils who have been unwell catch up on missed schoolwork.
- Be aware that medical conditions can affect a pupil's learning and provide extra help when pupils need it.
- Liaise with parents, the pupil's healthcare professionals, special educational needs coordinator and welfare officers if a child is falling behind with their work because of their condition.
- Use opportunities such as PSHE and other areas of the curriculum to raise pupil awareness about medical conditions.

School nurse or school healthcare professional

The school nurse at St Joseph's has a responsibility to:

- Help update the school's medical conditions policy.
- Help provide regular training for school staff in managing the most common medical conditions at school.
- Provide information about where the school can access other specialist training.

First aider

First aiders at this school have a responsibility to:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards with the school.
- When necessary ensure that an ambulance or other professional medical help is called.

Special educational needs coordinators

The Special educational needs coordinator at St Joseph's has the responsibility to:

- Help update the school's medical condition policy, know which pupils have a medical condition and which have special educational needs because of their condition.
- Ensure pupils who have been unwell catch up on missed schoolwork.
- Ensure teachers make the necessary arrangements if a pupil needs special consideration or access arrangements in exams or course work.

Pastoral support/welfare officers

The pastoral support/welfare officer at this school has the responsibility to:

- Help update the school's medical conditions policy.
- Know which pupils have a medical condition and which have special educational needs because of their condition.
- Ensure all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in.

Local doctors and specialist healthcare professionals

Individual doctors and specialist healthcare professionals caring for pupils who attend this school, have a responsibility to:

- Complete the pupil's Healthcare Plans provided by parents.
- Where possible, and without compromising the best interests of the child, try to prescribe medication that can be taken outside of school hours.
- Offer every child or young person (and their parents) a written care/self-management plan to ensure children and young people know how to self-manage their condition.

- Ensure the child or young person knows how to take their medication effectively.
- Ensure children and young people have regular reviews of their condition and their medication.
- Provide the school with information and advice regarding individual children and young people with medical conditions (with the consent of the pupil and their parents).
- Understand and provide input into the school's medical conditions policy.

Emergency care services

Emergency care service personnel in this area have a responsibility to:

- Have an agreed system for receiving information held by the school about children and young people's medical conditions, to ensure best possible care.
- Understand and provide input in to the school's medical conditions policy.

Pupils

The pupils at St Joseph's school have a responsibility to:

- Treat other pupils with and without a medical condition equally.
- Tell their parents, teacher or nearest staff member when they are not feeling well.
- Let a member of staff know if another pupil is feeling unwell.
- Let any pupil take their medication when they need it, and ensure a member of staff is called.
- Treat all medication with respect.
- Know how to gain access to their medication in an emergency.
- If mature and old enough, know how to take their own medication and to take it when they need it.
- Ensure a member of staff is called in an emergency situation.

Parents/Carers

The parents/carers of a child at St Joseph's school have a responsibility to:

- Tell the school if their child has a medical condition.
- Ensure the school has a complete and up-to-date Healthcare Plan for their child.
- Inform the school about the medication their child requires during school hours.

- Inform the school of any medication their child requires while taking part in visits, outings or field trips and other out-of-school activities.
- Tell the school about any changes to their child's medication, what they take, when, and how much.
- Inform the school of any changes to their child's condition.
- Ensure their child's medication and medical devices are labelled with their child's full name and provide the school with appropriate spare medication labelled with their child's name.
- Ensure that their child's medication is within expiry dates.
- Keep their child at home if they are not well enough to attend school.
- Ensure their child catches up on any school work they have missed.
- Ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional.
- Ensure their child has a written care/self-management plan from their doctor or specialist healthcare professional to help their child manage their condition.

The medical conditions policy is regularly reviewed, evaluated and updated.

Updates are produced every year in line with the school's policy review timeline.

New Department for Children, Families and Schools and Department of Health guidance is actively sought and fed into the review. In evaluating the policy, this school seeks feedback on the effectiveness and acceptability of the medical conditions policy with a wide-range of key stakeholders within the school and health settings. These key stakeholders include:

- **Pupils**
- **Parents**
- **School nurse and/or school healthcare professionals**
- **Head teacher**
- **Teachers**
- **Special education needs coordinator**
- **Pastoral support/welfare officer**
- **First aider**
- **All other school staff**
- **Local emergency care service staff (including accident & emergency and ambulance staff)**
- **Local health professionals**
- **The school employer**
- **School governors.**

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