Management of Medication

Reviewed:	**October 2022**
Adopted by Governors:	**24th November 2022**
Next review:	**Autumn 2024**

Kings Mill School & Residence

Contents:

Statement of intent

Kings Mill School & Residence will ensure that pupils with medical conditions receive appropriate care and support at school, in order for them to have full access to education and remain healthy. This includes the safe storage and administration of pupils' medication.

The school is committed to ensuring that parents feel confident that we will provide effective support for their child's medical condition, and make the pupil feel safe whilst at school.

For the purposes of this policy, **"medication"** is defined as any prescribed or over the counter medicine, including devices such as asthma inhalers and adrenaline auto-injectors (AAIs). **"Prescription medication"** is defined as any drug or device prescribed by a doctor. **"Controlled drug"** is defined as a drug around which there are strict legal controls due to the risk of dependence or addiction, e.g. morphine.

Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Equality Act 2010
- Children and Families Act 2014
- DfE (2015) 'Supporting pupils at school with medical conditions'
- DfE (2017) 'Using emergency adrenaline auto-injectors in schools'

This policy operates in conjunction with the following school policies:

- First Aid Policy
- Records Management Policy
- Complaints Procedures Policy

Roles and responsibilities

The governing board is responsible for:

- The implementation of this policy and procedures.
- Ensuring that this policy, as written, does not discriminate on any grounds, including the protected characteristics as defined by the Equality Act 2010.
- Ensuring the correct level of insurance is in place for the administration of medication.
- Ensuring that members of staff who administer medication to pupils, or help pupils self-administer, are suitably trained and have access to information needed.
- Ensuring that relevant health and social care professionals are consulted in order to guarantee that pupils taking medication are properly supported.
- Managing any complaints or concerns regarding this policy, the support provided to pupils, or the administration of medication in line with the school's Complaints Procedures Policy.

The headteacher and residence head of care are responsible for:

- The day-to-day implementation and management of this policy and relevant procedures.
- Ensuring that appropriate training is undertaken by staff members administering medication.
- Ensuring that staff members understand which service to contact in an emergency and that the correct information is provided i.e. know the site postcode.
- Ensuring that an appropriate number of staff are suitably trained to administer medication.
- Ensuring that all necessary risk assessments are carried out regarding the administration of medication, including for school trips and external activities.

All staff are responsible for:

- Reading and adhering to this policy and supporting pupils to do so.

- Carrying out their duties that arise from this policy fairly and consistently.
- It is the staff members' responsibility to understand what action to take during a medical emergency, such as raising the alarm with the school nurse or other members of staff. This may include staff administering medication to the pupil involved.

Parents are responsible for:

- Keeping the school informed about any changes to their child's health and medical needs
- Completing a Pupil medical Information form (appendix a) and Parent and Headteacher agreement to administer medication form (appendix b), for each long term medication prior to them or their child bringing any medication into school.
- Parents/carers are responsible for ensuring there is an adequate supply of prescribed medication, with sufficient expiration date for their child whilst at school & residence. Pupils will be sent home from school & residence if their emergency medication does not meet the specified criteria.

Training staff

The headteacher alongside the school nursing team will ensure that a sufficient number of staff are suitably trained in administering medication.

All staff must undergo training on the administering of medication, by a healthcare professional prior to administering medication to a pupil. Staff who have received appropriate training will be suitably insured to support pupils in accordance with this policy.

Where it is a necessary or vital component of their job role, staff will undertake training on administering medication in line with this policy as part of their new starter induction.

Staff will receive annual training on administering medication, including emergency epilepsy medication and bi-annual training on asthma awareness and epilepsy awareness, by a registered nurse. When required, child specific training will be delivered to teachers and support staff by the school nurse.

When required, teachers and support staff will complete online training for administering more complex medication e.g. oxygen, medication administered via gastronomy.

All relevant staff, including supply staff will be made aware of a pupil's medical condition.

Training will also cover the appropriate procedures and courses of action with regard to the following exceptional situations:

- The timing of the medication's administration is crucial to the health of the child
- Some technical or medical knowledge is required to administer the medication
- Intimate contact with the pupil is necessary

Staff members will be made aware that if they administer medication to a pupil, they take on a legal responsibility to do so correctly; staff will be encouraged to raise concerns if they do not feel comfortable and confident in doing so, even if they have received training.

Training for administering adrenaline auto-injectors (**AAIs)**

The school will arrange specialist training for staff on an annual basis where a pupil in the school has been diagnosed as being at risk of anaphylaxis.

As part of their training, all staff members will be made aware of:

- How to recognise the signs and symptoms of severe allergic reactions and anaphylaxis.
- Where to find AAIs in the case of an emergency.
- The dosage correlates with the age of the pupil.
- How to respond appropriately to a request for help from another member of staff.
- How to recognise when emergency action is necessary.
- Who the staff members trained for administering AAIs are.
- How to administer an AAI safely and effectively.
- How to make appropriate records of allergic reactions.

There will be a sufficient number of staff who are trained in and consent to administering AAIs on site at all times.

Receiving, storing and disposing of medication

Receiving prescribed medication from parents

The parents of pupils who need medication administer at school will be sent a Pupil medical information form (appendix a) and Parent and Headteacher agreement to administer medication form (appendix b) to complete and sign; the signed consent forms will be returned to the school and appropriately filed before staff can administer medication to pupils. A signed copy of the parental consent form will be kept with the pupil's medication, and no medication will be administered if this consent form is not present. Consent obtained from parents will be renewed as required.

The school will store a reasonable quantity of prescribed medication, e.g.half a terms supply at any one time. Aspirin will not be administered unless the school has evidence that it has been prescribed by a doctor.

Parents will be advised to keep medication provided to the school in the original packaging, complete with instructions, as far as possible, particularly for liquid medications where transfer from the original bottle would result in the loss of some of the medication on the inside of the bottle. This does not apply to insulin, which can be stored in an insulin pen.

Storing pupils' medication

The school will ensure that all medications are kept appropriately, according to the product instructions, and are securely stored. Medicines that need to be refrigerated will be kept in a lockable fridge. Medication that may be required in emergency circumstances, e.g. asthma inhalers and AAIs, will be stored in a way that allows it to be readily accessible to pupils who may need it and can self-administer, and staff members who will need to administer them in emergency situations. All other medication will be stored in a place inaccessible to pupils, e.g. a locked cupboard. Staff member will be aware where to obtain the keys in an emergency.

The school will ensure that staff know where pupil medication is at all times and are able to access them immediately.

Medication stored in the school will be:

- Kept in the original container alongside the instructions for use.
- Clearly labelled with:
    - The pupil's name.

  - the name of the medication.
  - The correct dosage.
  - The frequency of administration.
  - Any likely side effects.
  - The expiry date.
- Stored alongside the accompanying administering medication parental consent form.

Medication that does not meet the above criteria will not be administered.

Where appropriate and considered safe to do so, pupils over the age of 16 years will be encouraged to carry their own prescribed medication. Parents/carers will be consulted before a pupil is given approval and they will be required to complete a Parental Consent form (Appendix c) for their child to carry his/her own prescribed medication.

Emergency Asthma Inhaler Kits are stored in key locations in school and residence. Contents will be checked, by a nominated person, on a termly basis for quantity of resources, list of potential users and expiry dates.

Disposing of pupils' medication

The school will not store surplus or out-of-date medication. Where medication and/or its containers need to be returned to the pupils' doctor or pharmacist, parents will be asked to collect these for this purpose.

Needles and other sharps will be disposed of safely and securely, e.g. using a sharps disposal box.

Administering medication

Medication will only be administered at school if it would be detrimental to the pupil not to do so. Only suitably qualified members of staff will administer controlled drugs. Staff will check the expiry date and maximum dosage of the medication being administered to the pupil each time it is administered, as well as when the previous dose was taken.

Under no circumstances will a 'first dose' of a controlled medication be administered to a pupil by school staff.

Medication will be administered in a comfortable environment, with due respect for the pupil's dignity and comfort. The room will be equipped with the following provisions:

- Arrangements for increased privacy where intimate contact is necessary
- Facilities to enable staff members to wash their hands before and after administering medication, and to clean any equipment before and after use if necessary
- Available PPE for use where necessary

Before administering medication, the responsible member of staff should check:

- The pupil's identity.
- That the school possesses written consent from a parent.
- That the prescription label matches the details on the accompanying consent forms i.e. the medication name, dosage and instructions for use.
- That the name on the medication label is the name of the pupil being given the medication.
- That the medication to be given is within its expiry date.

- That the pupil has not already been given the medication within the accepted frequency of dosage.

These procedures will be counter checked and signed off by a witness member of staff.

If there are any concerns surrounding giving medication to a pupil, the medication will not be administered and the school will consult with the pupil's parent or a healthcare professional, documenting any action taken.

If a pupil cannot receive medication in the method supplied, e.g. a capsule cannot be swallowed, written instructions on how to administer the medication must be provided by the pupil's parent, following advice from a healthcare professional.

Where appropriate, pupils will be encouraged to self-administer under the supervision of a staff member, provided that parental consent for this has been obtained.

If a pupil refuses to take their medication, staff will not force them to do so, but will follow the procedure agreed upon in their PMI, and parents will be informed so that alternative options can be considered.

The school will not be held responsible for any side effects that occur when medication is taken correctly. Any adverse effects experienced by the pupil following the administration of their medication should be reported to the parents immediately and recorded.

Written records will be kept of all medication administered to pupils, using the Pupil Medication Record sheets (appendix d) These will include the date and time that medication was administered and be signed by the staff member who administered and the second staff member that witnessed. Records will be stored in accordance with the Records Management Policy.

If a staff member forgets to administer a pupil's medication, the parent/carer will be informed and their advice taken. The incident will be recorded on the Pupil Medication Record sheet and CPOMS.

If a pupil's medication is lost or missing, the staff member will make the area safe where applicable, and immediately notify a senior staff member. The parents/carers will be informed, their advice taken and the incident will be recorded on the Pupil Medication Record sheet and CPOMS.

If a staff member administers an incorrect dosage or an incorrect medicine, the parent/carer will be informed immediately and a senior member of staff notified. A telephone call to 111, the child's GP or the emergency services may be required. The incident will be recorded on the Pupil Medication Record sheet and CPOMS.

Emergency Asthma Inhalers (communal inhaler kits) will only be administered to pupils who have been given the appropriate parent/carer consent and are on the asthma register.

Emergency medication for Seizures

Each pupil will have specific instructions for the administration of emergency epilepsy medication in the form of an epilepsy management plan. These instructions will have been produced by the pupil's NHS medical team. Where a epilepsy management plan has not been provided by the pupil's medical team then the school nursing team will endeavour to obtain the information.

A 'test dose' of the emergency medication should have been given under parental / medical supervision, before this is administered by staff in School or Residence

Pupils experiencing a seizure for the first time, with no emergency medication prescribed then an ambulance will be called immediately, and parents / carers will be contacted.

Epilepsy medication will only be administered, once in a 24-hour period. The only exception to this rule would be if the pupil's current epilepsy management plan provides different instruction e.g. two doses in 24-hour period. Prior to administration, all exceptions to the rule must first be discussed with a specialist epilepsy nurse and written confirmation sought that the procedure has already been successfully followed at home.

Parents are informed by telephone when their child has had emergency epilepsy medication administered and arrangements will need to made for the child to be sent home or to hospital. A further dose cannot be given, and an ambulance will be called if required.

It is the responsibility of parents/carers to inform school when emergency medication was last administered.

Medical devices

Asthma inhalers

The school will allow pupils who are capable of carrying their own inhalers to do so, provided that parental consent for this has been obtained (appendix d).

Four Emergency Asthma Inhaler kits have been purchased by the school and residence for emergency use as recommended in *Guidance on the use of emergency salbutamol inhalers in schools* (DoH March 2015). These have been sited at key locations in the school, student centre and residence. Contents will be checked, by a nominated person, on a termly basis for quantity of resources, list of potential users and expiry dates.

The emergency inhaler can only be administered to pupils who have been given the appropriate parent/carer consent and are on the schools asthma register.

In an emergency, where a pupil, who is a known asthmatic is experiencing significant symptoms and has not got their own blue inhaler with them or it is found to be empty, broken or out of date, it is acceptable to use the Kings Mill emergency inhaler and spacer.

It is acceptable to use the emergency inhaler in an emergency if it can be accessed sooner than the pupils own asthma medication.

If a pupils own asthma medication or the Kings Mill emergency inhaler cannot be accessed in a situation where a pupil who is on the asthma register, is having severe symptoms, it is acceptable to borrow a reliever inhaler and spacer from another pupil.

Use of an emergency asthma inhaler should be recorded and the parent/carer informed.

Following use, a spacer should be cleaned by washing it thoroughly in hot soapy water and leaving it to air dry thoroughly before putting away.

Adrenaline auto-injectors (AAIs)

The school will allow pupils who are capable of carrying their own AAIs to do so, provided that parental consent for this has been obtained. The school will ensure that spare AAIs for pupils are kept safe and secure in preparation for the event that the original is misplaced, unavailable or not working.

The school will ensure that risk assessments regarding the use and storage of AAIs on the premises are conducted and up-to-date.

Medical authorisation and parental consent will be obtained from all pupils believed to be at risk of anaphylaxis for the use of spare AAIs in emergency situations. The spare AAIs will not be used on pupils who are not at risk of anaphylaxis or where there is no parental consent. Where consent and authorisation has been obtained, this will be recorded in the pupil's PMI.

Where a pupil has been administered adrenaline they may benefit from access to an emergency Asthma inhaler. The adrenaline can cause pupils to become wheezy which can be alleviated with an inhaler.

Pupil Medical Information forms (PMIs)

For pupils with chronic or long-term conditions and disabilities, a PMI will be developed in liaison with the pupil, their parent, the headteacher, and any relevant medical professionals.

Parents/carers are required to provide details of their child's medical needs on a Pupil Medical Information Plan (Appendix b).

Parents/carers are responsible for informing the school & residence of any changes to their child's medical condition, medication or other information provided on the PMI.

The following information must be provided:

- Medical conditions, as well as its triggers, signs, symptoms and treatments
- What constitutes a medical emergency, including the signs and symptoms that staff members should look out for and what action should be taken
- Dietary requirements including allergies
- Prescribed long term medications and emergency medications
- Signed declaration

The following will be considered alongside the PMI

- The pupil's resulting needs, such as medication, including the correct dosage and possible side effects, medical equipment, and dietary requirements.
- The type of provision and training that is required, including whether staff can be expected to fulfil the support necessary as part of their role.
- Which staff members need to be aware of the pupil's condition.
- Separate arrangements which may be required for out-of-school trips and external activities.
- What to do in an emergency, including whom to contact and contingency arrangements

Educational trips and visits

No pupil will be denied the opportunity to take part in educational trips and visits on the grounds of their medication, unless so advised by their GP or consultant.

In the event of an educational trips and visits which involve leaving the school premises, medication and medical devices will continue to be readily available to staff and pupils. This may include pupils carrying their medication themselves, where possible and appropriate. In all other circumstances medication will be carried by a designated staff member for the duration of the trip or activity.

Staff members will ensure that they are aware of any pupils who will need medication administered during the trip or visit, and will ensure that they know the correct procedure, e.g. timing and dosage, for administering their medication.

If educational trip or visit will be over an extended period of time, e.g. an overnight stay, a record will be kept of the frequency at which pupils need to take their medication, and any other information that may be relevant. Parents must complete a specific visit medication form (appendix e).

All staff members, volunteers and other adults present on out-of-school trips and visits will be made aware of the actions to take in a medical emergency related to the specific medical needs and conditions of the pupil.

Medical emergencies

Medical emergencies will be handled by qualified first aiders.

For all emergency medication stored by the school, the school will ensure it is readily accessible to staff and the pupil who requires it. For all emergency medication kept in the possession of a pupil, e.g. AAIs, the school will ensure that pupils are told to keep the appropriate instructions with the medication at all times.

Transport

Parents/carers should direct queries regarding the administering and storage of medicines to passenger services 01482 395588.

Monitoring and review

This policy will be reviewed biannually by the governing board and headteacher.

Records of medication administered on the school premises, or on school trips and visits, will be monitored, and the information recorded will be used to improve school procedures.

Staff members trained in administering medication will routinely recommend any improvements to the procedure. The school will also seek advice from any relevant healthcare professionals as deemed necessary. Any changes made to this policy will be communicated to the relevant stakeholders, including pupils whose medication is stored at school and their parents.

Pupil Medical Information

Kings Mill School, Victoria Road, Driffield, East Riding of Yorkshire, YO25 6UG
Tel: 01377 253375 Email: kingsmill.specialschool@eastriding .gov.uk

The information provided on this form will allow the school to fulfil our duty of care to support pupils with their medical conditions and safeguard and protect the welfare of our pupils. In the case of an emergency this information will be shared with medical professionals. Information provided is held in strict confidence in line with data protection regulations.

Name ..... DOB.....

Special Diet (& reason) .....

NB: Special dietary requirements must be evidenced by a letter from a dietician if we are to make adjustments to your child's school meals

Daily prescribed medication - administered during school hours

Name and strength of medicine	Dose	Times given	Reason for Medicine

Emergency medication – administered in school or residence in the case of an emergency

Name and strength of medicine	Dose	Times given	Reason for Medicine

FOR RESIDENCE PUPILS ONLY

Prescribed medication administered outside of school hours e.g. mornings, evenings

Name and strength of medicine	Dose	Times given	Reason for Medicine

Medical Conditions

Epilepsy* ❒	Asthma ❒	Diabetes ❒
Eczema ❒	Allergies ❒	Other ❒

Details.....

.....

Describe what constitutes a medical emergency for your child, and the action to take if this occurs

.....

.....

.....

*Seizures/attacks (if applicable)

When are they most likely to happen?.....

.....

What happens to the child?

(a) During the seizure .....

.....

(b) After the seizure.....

.....

Name of G.P ..... Tel .....

Address .....

DECLARATION:

- The information provided is, to the best of my knowledge, accurate at the time of writing.
- I agree to my son/daughter receiving medication as instructed.
- I give permission for this medical information to be held confidentially in school/residence & on transport in case of emergency.
- I agree to any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present.

Name Parent/Guardian (print) _____

Signature of Parent/Guardian _____

Date _____

IMPORTANT: Parent/Guardians please note it is your responsibility to inform school, residence or nursery of any changes to your child's medical condition or any changes to your child's medication or care plan.

Office use only:

Copies to: Medication Pouch ☐ Class Copy ☐ School Nurse ☐ Residence ☐ Senior MSA ☐

MED1

PARENT & HEADTEACHER AGREEMENT TO ADMINISTER MEDICATION

The information provided on this form will allow the school to fulfil our duty of care to support pupils with their medical conditions and safeguard and protect the welfare of our pupils. Information provided is held in strict confidence in line with data protection regulations.

Section A *(to be completed by the parent)*
Please complete Section A and return to the school.

Date	/ /
Child's Name	
Name of Medication	
When to be given	
Dose to be given	
Reason for medication	
Possible side effects	
Has this medication been administered before? New medication: the first dose will not be administered in school/residence	

Medication must be provided in its original container as dispensed by the pharmacy. If medication is dispensed in a bottle or tube, the prescription label must be attached to the bottle/tube.

The above information is, to the best of my knowledge, accurate at the time of writing. I give consent to school/residence staff to administer the above medication in accordance with the medication policy. I will inform the school/residence immediately should there be a change in dose or frequency of the medication or if the medication is stopped.

Parents Signature_____

Print Name _____

Date _____

HEAD TEACHER AGREEMENT TO ADMINISTER MEDICATION

Section B *(to be completed by the Head teacher)*
It is agreed that the above named child will receive the stated quantity of medication at the times given. A nominated member of staff will administer the medication. Doses administered will be recorded, witnessed and signed accordingly.

This arrangement will continue until the course is complete or we are instructed of a change by parent/carers.

Signed_____ Date _____
Head teacher

Y/masters/master forms/Parental agreement to administer medication

PARENTAL CONSENT FOR CHILD TO CARRY HIS/HER OWN PRESCRIBED MEDICINE

Section A (*to be completed by the parent/carer)*
Please complete Section A and return to the school.

Child's Name	
DOB	/ /
Name of Medication	
When to taken	
Dose to be taken	
Reason for medication	

Possible side effects and procedure to take in an emergency

Has this medication been administered before?
New medication: the first dose will not be administered in school/residence

Medication must be provided in its original container as dispensed by the pharmacy. If medication is dispensed in a bottle or tube, the prescription label must be attached to the bottle/tube.

The above information is, to the best of my knowledge, accurate at the time of writing. I give consent for my child to carry his/her own medicine. I will inform the school/residence immediately should there be a change in dose or frequency of the medication or if the medication is stopped.

Parents Signature_____

Print Name _____ Date _____

HEAD TEACHER AGREEMENT

Section B (*to be completed by the Head teacher)*
It is agreed that the above named child will be allowed to carry his/her own medication during school hours.

This arrangement will continue whilst the school consider it safe or we are instructed of a change by parent/carers.

Signed_____ Date _____
Head teacher

Y/masters/master forms/parental consent for a child to carry his/her own medicine

MEDICATION ADMINISTRATION RECORD – REGULAR MEDICATION

Childs Name: DOB: Allergies:

Medication (Name and dose prescribed)	Time to be given	DATES __/__/__	__/__/__	__/__/__	__/__/__	__/__/__	__/__/__	__/__/__
Directions								
Directions								
Directions								
Directions								
Directions								

Codes: R = Refused S = Spoiled H = Home D = Discontinued E = Error MNR = Medication Not Received

Notes: Please write up notes / additional information on the reverse of the MAR. Include date and time of entry in addition to any actions taken
N.B. Two staff must sign every dose given

MEDICATION ENTRY/RETURN FORM – REGULAR MEDICATION

Name: Date of Birth

MEDICATION			IN				OUT			
Name & Strength	Dosage	Expiry Date	Date In	Quantity	Signed 1	Signed 2	Date Out	Quantity	Signed 1	Signed 2

Pupil Medical Information

Trip

Kings Mill School, Victoria Road, Driffield, East Riding of Yorkshire, YO25 6UG
Tel: 01377 253375 Email: kingsmill.specialschool@eastriding.gov.uk

The information provided on this form will allow the school to fulfil our duty of care to support pupils with their medical conditions and safeguard and protect the welfare of our pupils. In the case of an emergency this information will be shared with medical professionals. Information provided is held in strict confidence in line with data protection regulations.

Details of visit: .....

Start date: ..... End date: .....

CONTACT DETAILS

Child's Name ..... DOB .....

Address .....

.....

Contact Name (1) ..... Tel .....

Relationship .....

Contact Name (2) ..... Tel .....

Relationship .....

MEDICAL INFORMATION

Does your son/daughter have any special dietary requirements? YES/NO

If YES please specify:

.....

.....

Is your son/daughter allergic to any medication? YES/NO

If YES please specify:

.....

.....

When did your son/daughter last have a tetanus injection?

.....

To the best of your knowledge, has your son/daughter been in contact with any contagious or infectious diseases or suffered from anything in the last four weeks that may be contagious of infectious? YES/NO

If YES please give full details:

.....

.....

Detail the type of pain relief your child may be given if necessary. Include dosage, strength of medication and frequency:

.....

.....

Does your child have any medical conditions?

Epilepsy*	❒	Asthma	❒	Diabetes	❒
Eczema	❒	Allergies	❒	Other	❒

Details.....

.....

Describe what constitutes a medical emergency for your child, and the action to take if this occurs

.....

.....

*Seizures/attacks (if applicable)

When are they most likely to happen?.....

.....

What happens to your son/daughter?

(a) During the seizure .....

.....

(b) After the seizure.....

.....

Daily Prescribed Medication

Name and strength of medicine	Dose	Times given	Reason for Medicine

Emergency Medication

Name and strength of medicine	Dose	Times given	Reason for Medicine

Name of G.P ..... **Tel** .....

Address .....

Consultant ..... **Tel** .....

Social Worker ..... **Tel** .....

Other contact details (if applicable):

.....

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DECLARATION:

- The information provided is, to the best of my knowledge, accurate at the time of writing.
- I agree to my son/daughter receiving medication as instructed.
- I give permission for this medical information to be held confidentially in school/residence & on transport in case of emergency.
- I agree to any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present.

Name Parent/Guardian (print) _____

Signature of Parent/Guardian _____

Date _____

IMPORTANT: Parent/Guardians please note it is your responsibility to inform school, residence or nursery of any changes to your child's medical condition or any changes to your child's medication or care plan.

OFFICE USE ONLY:

This form or a copy must be taken by the group leader on the visit. A copy should be retained by the school contact. **NOT FOR GENERAL CIRCULATION.**

Please return to trip organiser

Name: Trip Organiser