

## Medication Policy - Parents Guide

To ensure the safety of your child is maintained whilst being transported, the following procedures will be implemented:

1. It is your responsibility to inform Community Transport if your child takes any medication, even if it is administered at home, as the information will be required in an emergency situation. Likewise, we must be informed of any new or changes to your child's medication.
2. Medication will only be transported to and from school where absolutely necessary, in a clearly labelled container (including your child's name, address and D.O.B.)
3. The medication must be packaged and include clear administration instructions from the family practitioner from whom they were prescribed.
4. Non-prescribed medication will only be transported if labelled/packaged as above and the school have agreed in writing to receive it and supervise the administration as appropriate.
5. All medication must be placed in the storage container on board the vehicle by staff. Children are **not** permitted to carry medication on the vehicle.
6. The Community Transport Service should be advised immediately if your child is likely to require medication whilst travelling.
7. Staff are **not** permitted to administer medication, but may require specific training to prompt your child to self-medicate if appropriate (i.e. inhaler).
8. The Community Transport Service reserves the right to refuse to transport medication if there is an unacceptable risk.

## Important Safety Notice

For safety reasons children are not permitted to eat or drink on **ANY** home to school transport. (Including sweets, crisps, etc.)

Parents/Carers are requested to contact the Community Transport Service on 01642 527117 if for medical reasons their child is likely to require food while being transported.

Specific arrangements can then be negotiated in these circumstances and procedures implemented on the vehicle to ensure the safety of the children.

You particularly need to notify the Community Transport Service on the above number if your child has a nut allergy.

Thank you for your co-operation.