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| Date last reviewed: 10th October 2017 | Date last amended: 10th October 2017 |

**MEDICAL MANAGEMENT AND EMERGENCIES**

To ensure medication and medical conditions are managed safely it is essential that the following procedures are carried out

1. Staff must notify the bus operator manager immediately should they become aware of any passenger with any medical concerns prior to transport commencing. Should the concern put them or fellow passengers at serious risk then they must not travel. Staff must report the concern to the bus operator manager where a decision to travel will be decided until the concern has been investigated. We will communicate with parents/carers, schools or other professional organisations to gather guidance on appropriate safety measures to manage the concern which may include staff training.
2. Staff must never administer any medication to passengers unless you have received specific medical training for the specific concern and the bus operator manager is aware and in agreement with it. Should it be agreed for the staff member(s) to offer medical assistance to a passenger(s) an individual risk assessment will need to be completed by the bus operator manager prior to any journey commencing.
3. Never allow the child to handle their own medication unless this has been specifically advised and agreed by the school, parents, guardians and the bus operator manager.
4. Never allow a child to take responsibility of any other person’s medication.

**MEDICAL EMERGENCIES**

In the event that a child should become unwell during transportation, drivers and escorts must report this to an appropriate adult at the drop off location.

In the event that there is a serious medical or life threatening event the driver must do the following:

1. Stop the vehicle immediately
2. Dial 999 and seek advice from the emergency services operator
3. Wait with the passenger until medical assistance arrives
4. Comfort and reassure the other passengers
5. Report to the bus operator manager at the earliest and safest opportunity. We will supply an alternative vehicle and assistance if needed. Staff must inform an appropriate adult at the drop off location of the concern or incident. The Bus operator manager will follow this up with a courtesy call to parents, guardian’s school or any other necessary person.
6. An incident form will need to be completed by the staff member(s) which will be kept on file.