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# Travel assistance policy for compulsory school aged children with an Education, Health and Care Plan (EHCP) 2025-26 academic year



## **Document purpose**

This policy sets out how West Sussex County Council (“the Council”) will decide eligibility for travel support for children of compulsory school age who have been issued with an Education, Health and Care Plan.

In formulating this policy, the Council has had regard to the statutory guidance in relation to the duty set out in section 35B of the Education Act 1996.

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## 1. Introduction

- 1.1 This policy explains the Council's statutory responsibility in respect of travel assistance for children of compulsory school age (up to and including Year 11 pupils) with an Education, Health and Care plan ("EHC plan"). It states how to apply for the travel assistance and how eligibility is determined and assessed.
- 1.2 A child is of compulsory school age from the start of term following their 5th birthday until the end of the school year in which they turn 16.
- 1.3 Separate transport policies set out the provision for children of compulsory school age without an EHC plan, young people of sixth form age and adult learners. Find out more by visiting our [Home to school and college transport policy](#) web page.

## 2. Local authority responsibility

- 2.1 School transport law is set out in the Education Act 1996 (as amended) ("the Act"). Schedule 35B of the Act sets out that SEND children are eligible for free transport when they cannot reasonably walk to school by reason of their special educational needs, disability, or mobility problem (including temporary medical conditions). SEND children may also be eligible for school transport as per the [Home to school transport policy for children of compulsory school age](#), regardless of their SEND.
- 2.2 Eligible children only qualify for free transport to the nearest suitable school that can meet the child's SEND. For children with an EHC plan, this is stated as the school named in section I of their plan. If, by parental choice, a more distant school is attended, any transport shall remain the responsibility of the parent/carer. Whilst the child's EHC plan may name the parents' or carers' choice of school, this does not mean that the Council must provide travel assistance if, in the Council's view, the child's needs could be suitably met at a nearer school. This will be made clear in Section I of the EHC plan and a separate transport waiver form. Further information about who could be eligible for transport assistance can be found in section 3.
- 2.3 Statutory guidance states that local authorities are required to make transport arrangements for all children who cannot reasonably be expected to walk to school because of their mobility problems or because of associated health and safety issues related to their SEND. This eligibility should be assessed on an individual basis to identify the child's particular transport requirements. For eligible children, the local authority must then make such travel arrangements as they consider necessary. Information on transport arrangements can be found in section 6.

## 3. Criteria for travel assistance

- 3.1 Travel assistance is provided by the Council to children living in West Sussex who meet the criteria as set out in the [Home to school transport policy for children of compulsory school age](#).

- 3.2 Assistance will only be provided when the child is attending their nearest suitable school as agreed by the Council.
- 3.3 Where a child with an EHC plan does not qualify for travel assistance due to age and distance or extended rights eligibility (as defined in the Home to school transport policy), parents/carers can apply for SEND travel assistance. The application will be considered on the needs of the child looking at whether they could reasonably be expected to walk to school because of their special educational needs, disability or mobility problem. It is assumed the child is accompanied by a responsible adult.
- 3.4 The general expectation is that a child will be accompanied by a parent where necessary, unless there is a good reason why it is not reasonable to expect the parent to do so, for example, if a parent's disability prevents them from accompanying their child to school.
- 3.5 Reasons such as the parent's working pattern, caring responsibilities or the fact they have children attending more than one school will not normally be considered good reasons for a parent being unable to accompany their child. These apply to many parents, and, in most circumstances, it is reasonable to expect the parent to make suitable arrangements to fulfil their various responsibilities (for example, their responsibilities as an employee and as a parent).
- 3.6 If a parent is prevented from accompanying their child on the home to school journey because of a disability or medical condition, we will consider an application for travel assistance if all other solutions have been investigated. For example, if arrangements with another parent or discussions with the school about travel options have been unable to provide a solution. Where there remains one adult in the household that does not have a disability or medical condition, they will usually be considered available to accompany children to school irrespective of work or other commitments. You will need to provide medical evidence from a consultant which must not be older than three months from the date of application. Please note that a fee may be charged by the consultant for supplying the medical evidence and you would need to pay any costs. Transport cannot be arranged until the medical evidence is provided. If transport is agreed, your case will be reviewed regularly.
- 3.7 Children in the care of a local authority or a fostering agency are treated no differently from other children regarding eligibility for assistance with transport.

## 4. Eligibility

- 4.1 If your child has an Education, Health and Care Plan (EHCP), and meets the distance criteria, we may be able to help with school transport assistance. If your child does not meet the criteria, you may still be able to get help if their needs make their journey to school difficult. We will consider their case based on individual circumstances. The Special Education Needs Assessment Team (SENAT) will inform the School Transport team that your child is eligible for assistance to get to school, parents/carers do not need to apply for assistance.

- 4.2 Medical exceptions may be considered for children residing under the statutory walking distance. Eligibility is assessed on a case-by-case basis to establish if a child cannot reasonably be expected to walk to school or college if residing under their relevant statutory walking distance. An application requesting a medical exception takes account of the child's physical ability to walk to school and any health and safety issues related to their special educational needs, disability or mobility problems. To assist in determining a child's physical ability, we will need to review medical evidence from a consultant confirming the medical condition and any relevant facts regarding or impacting upon mobility. We will also need to know how long transport assistance is required and an indication of what type of travel is appropriate. All cases where transport is agreed will be reviewed regularly unless it is a time- limited offer of support.
- 4.3 Reimbursements for travel costs incurred before eligibility is approved, and travel assistance arranged, will not be made.
- 4.4 If you disagree with the decision, you can lodge an appeal. Further information on how to appeal can be found in section 9.

## **5. How decisions are made**

- 5.1 All eligibility decisions will be considered by an officer within the West Sussex Special Educational Needs Assessment Team. They will consider whether the child is eligible for transport because they live beyond the statutory distances listed in the Home to school transport policy. If they do not qualify on distance, the officer will consider the child's needs and their ability to walk to school, and whether it is reasonable and possible for them to do so either accompanied or unaccompanied by an adult. Eligibility will be assessed based on the evidence provided, but the officer may request additional information from the applicant or the child's school.
- 5.2 The officer will use the information provided in the EHCP, any other email correspondence with the Council in relation to the provision of transport as well as verbal information provided during phone calls.
- 5.3 Occasionally a child will have more than one address, for example, because they live with parents who have different addresses. In this situation, the address used for determining transport will be the one at which the child spends most of their time during the academic week. The Council may consider factors such as where the child is registered with a doctor, which parent receives child benefit, or which address was used when the school place was offered to decide which address to use. In cases where parents state the child splits their time equally between addresses, the Council will use the address which is closer to the school attended for transport eligibility purposes.

## **6. What happens if travel assistance is approved**

- 6.1 Eligibility is processed in three stages.
- Stage one - determining eligibility. Officers will decide if there is a right under the policy and aim to reach a decision during the drafting on the Education, Health and Care Plan.

If a child is deemed eligible for transport assistance, the Special Educational Needs Assessment Team will submit a transport referral to the Transport Coordination Group. An assessment of needs for mode of transportation will be performed collaboratively between the Special Education Needs Assessment Team and the Transport Coordination Group.

- Stage two – A further assessment will be completed detailing the child’s needs on transport and any medical issues they may have to ensure they are safely transported. The parent/carer will be sent a health and safety questionnaire to be completed prior to a transport care plan be drafted. The time this takes will vary depending on the needs of the child. The applicant will be kept up to date with the progress of this stage.
  - Stage three – setting up transport. An officer will determine which mode of travel is appropriate based on the needs assessment and will set this up. This will take approximately 15 working days but may take longer if the situation is complex. They will let you know if they think it will take longer to set up.
- 6.2 Whilst every effort will be made to complete the transport arrangements as quickly as possible, you will need to make your own travel arrangements until this is set up. We will not reimburse any costs incurred during this time.
- 6.3 It is for the Council to identify the most suitable, cost-effective mode of transport to get pupils between home and school, taking account of any special arrangements to support the child’s particular needs. Once this task has been completed, the Transport Coordination Group will contact parents by email or telephone to advise them of the arrangements. Parents are not able to choose which form of transport or specific vehicle their child will travel on. If you disagree with the type of assistance being offered, you should contact the Transport Coordination Group (email [school.transport@westsussex.gov.uk](mailto:school.transport@westsussex.gov.uk) or telephone 01243 753 530) to discuss your concerns. If they are unable to resolve your query, you can raise a complaint (see section 15 below).
- 6.4 Transport will be one of the following:
- Independent travel training
  - Personal travel budget
  - Public transport or school coach service
  - Minibus or taxi.
- 6.5 Independent travel training (ITT): ITT is the process by which a person learns to make a journey between two places on their own and in safety – in this case the journey between home and school. The training supports the child to gain additional independence by providing extra help or support to enable the child to make journeys alone using public transport (and walking or cycling as necessary) when the child has reached an appropriate age or stage of development. Children will be considered for an assessment for their suitability for ITT and we expect parents/carers to positively engage with this process. At the end of the ITT, the child will be assessed on their ability to travel independently.

When the student has been assessed to have completed the ITT, the travel assistance will be re-assessed and may be ceased or amended accordingly.

- 6.6 Personal transport budget (PTB): If eligible, a parent or carer may be offered a [Personal Transport Budget](#) that provides financial assistance to organise transport to school themselves. The amount of the PTB is based on the distance of a return journey from home to the nearest suitable school and is paid in monthly instalments. A PTB is offered at the Council's discretion where it is cost effective to the Council whilst ensuring families have the opportunity for increased choice and control. The offer of a PTB will be reviewed if there are concerns regarding a child's attendance at school.
- 6.7 Public transport or school coach service: Children assessed as being able to travel by bus, coach or train will be provided with a season ticket or permit to enable them to travel between home and school at the beginning and end of the school day.
- 6.8 Minibus or taxi: This may be offered where a child is assessed as not being able to travel independently by public transport or by designated school coach or where suitably timed public transport does not exist. Where the Council will be providing the transport, the child will have their travel needs assessed for the provision of safe and suitable transport arrangements. This type of transport is shared with other children unless the needs assessment determines that this is not reasonable.

## 7. Occasions when travel assistance is not supplied or withdrawn

- 7.1 Our duty is to provide travel assistance to get children to and from school at the beginning and end of the school's published day. It is the responsibility of parents, carers or schools to arrange and pay for transport at other times.
- 7.2 Transport will not be provided for the following:
- School-to-school placements. This is the responsibility of the school where the child is on roll.
  - Journeys to and from other destinations. Transport is not offered to or from points other than the school/education centre and home or pick up/drop off points.
  - Dissatisfaction with the nearest suitable/designated school. If a child has experienced difficulties at the nearest suitable/designated school and has moved schools for this reason, this does not create an entitlement to free transport.
  - To take account of work/business commitments or domestic difficulties of parents/carers.
  - To accommodate attendance at school breakfast club, after-school activities or homework clubs.
  - Before or after medical appointments.

- To accommodate work experience or out of school educational placements.
- For pre-course visits, 'taster' days or parents' evenings/visits.
- In the event of sickness where a child has to be collected from school.
- In the event of a fixed term exclusion where a child requires collecting from school.
- Specific exam timetables that start or finish outside of the normal school day.
- School trips or educational visits.
- Part-time attendance or reduced timetables/

7.3 It is the Council's policy to withdraw any transport that has been issued in error. If we find it necessary to withdraw your child's transport, we will write to you giving you the reason. We will also give a minimum of 2 weeks' notice to enable you time to make your own alternative arrangements.

## 8. Operational practices and service limitations

- 8.1 The Council's transport is shared with other children unless the needs assessment determines this is not appropriate or reasonable. This will be determined by officers in the needs assessment stage.
- 8.2 The Council cannot guarantee the travel arrangements e.g. passenger assistant/driver will stay the same throughout the child's academic career. You will need to be prepared for this possibility although we will give as much notice as possible when making changes.
- 8.3 In the morning, you will need to have your child ready at the agreed collection time. It is the responsibility of the parent or carer to get the child into the vehicle and the school's responsibility to get the child from the vehicle into the school building.
- 8.4 In the afternoon, you will need to make sure that a responsible person is at home to receive your child at the arranged time unless it has been agreed between the Council and parent/carer in advance that this is not necessary. Failure to make sure that a responsible person is at home to receive the child may result in the child being taken to a safe place. Costs associated with looking after or transporting your child due to a parent or carer not being ready to receive the child will be passed on to the family. It is also the parent or carer's responsibility to collect their child from the safe place or arrange and pay for their travel home.
- 8.5 Passenger assistants are provided on transport only when it is determined as being required for the needs of the child, and this requirement will be reviewed regularly. This will be determined by officers in the needs assessment stage. Requests for a passenger assistant made by parents/carers will be considered based on need.



- 8.6 Seat belts must be worn where fitted. In addition, children and young people must not smoke or vape on school transport, drop litter inside the vehicle, eat or drink in the vehicle or stand up or move around in the vehicle whilst it is moving. For some children the needs assessment determines that an additional harness is required for the safety of the child. In these situations, we would be unable to transport a child without the parent's agreement that a harness could be used.
- 8.7 All personal equipment, e.g. musical instruments, laptop, tablets, mobile phones etc., should be secured in a suitable bag. If a child or young person causes damage to a vehicle, the operator may require parents to reimburse them for any repairs. If a child misbehaves persistently on a school vehicle, the Council reserves the right to take appropriate action to protect other users of the service. This may involve, among other steps, asking the school to take disciplinary action against the child including issuing a temporary ban from transport.
- 8.8 If the vehicle breaks down, the driver will call for assistance. Children must follow the instructions of the driver. It is normal for children to wait in the vehicle, with the driver and/or passenger assistant, until a replacement vehicle arrives.
- 8.9 Children sharing with other children may have to arrive early or have a delayed collection, if safe to do so.
- 8.10 You should be prepared for unforeseen circumstances such as driver illness or vehicle breakdown and make contingency plans in the event of transport not turning up or where there are unavoidable delays.
- 8.11 If the child attends a residential school and qualifies for travel assistance, this will only be provided at the start and end of each half-term or each week depending on the boarding arrangements. This will be made clear when the application is approved. Transport is not supplied at other times or for parental/carer visits for meetings.
- 8.12 Where a child or young person needs to travel in a wheelchair, it must be suitable, both for their needs and for transport. Headrests must be provided with the wheelchair if advised necessary. Please note that the County Council will not pay for the provision of such headrests.
- 8.13 If medical advice indicates that a child requires a special seat or harness in the vehicle, it will be provided or arranged by the County Council, although parents will be expected to make available any specialised equipment that has been provided by West Sussex County Council or the Health Services.
- 8.14 If a child's or young person's needs change, e.g., so that a seat or harness (or different seat or harness) is subsequently required, or they have a new wheelchair, parents should contact the Transport Group to let them know in case alternative transport arrangements are needed.

## 9. Appeal process

9.1 Applicants have the right to appeal if they disagree with an initial eligibility decision. The Council operates a two-stage appeal process.

### Stage 1 appeal

- A stage 1 appeal form needs to be completed to make an appeal.
- All stage 1 appeals will be considered by the Assistant Director for Education & Skills. The Assistant Director for Education & Skills will consider the appeal form; any information provided in support of the appeal; the application form; supporting information provided with the application; and any other correspondence used by the officer to reach a decision.
- We shall aim to provide you with a decision from your stage 1 appeal within 20 working days of receipt of the application. You will receive an email with the detailed reasoning for the decision. We will also inform you how to escalate your appeal to the next stage if you disagree with the outcome.

### Stage 2 appeal

- A stage 2 appeal form needs to be completed to make a Stage 2 appeal.
- All stage 2 appeals will be considered by the Transport Appeal Panel ("the Appeal Panel"). This is made up of three elected County Councillors who are independent of officers and the Stage 1 appeal process. The Appeal Panel will consider the original application, and the appeal forms together with any supporting documents or information provided to WSCC in relation to the application or the appeal. The Appeal Panel will also consider all verbal information made by the learner/parent/carer (such as via phone calls) where it is provided before the deadline for the meeting. The Appeal Panel may have questions during a hearing and in that situation, they may ask for the supporting officer to seek clarification by making a telephone call to the learner/parent/carer.
- The Appeal Panel will meet within 40 working days of receipt of the application. Within 5 working days of the meeting, you will be informed of their decision with the detailed reasoning in writing. We will also inform you how to escalate your complaint to the Local Government and Social Care Ombudsman (LGSCO) if you consider that there was a failure to comply with the procedural rules or if there were any other irregularities in the way the appeal has been handled.
- If the Appeal Panel is not satisfied it has enough information to reach a decision it may send a letter containing its provisional view on a stage 2 appeal and/or requesting further information. This is called a 'minded to' letter. Where necessary, this letter will be sent within 5 working days of the Appeal Panel meeting. A minded to letter is an opportunity for the appellant to comment on the Appeal Panel's provisional view of the stage 2 appeal, to answer any questions or points of clarification raised in the letter and to provide any further information requested. The letter will set out how long you have to respond to it, but this is usually 7 days. The Appeal Panel will then meet to finally determine your stage 2 appeal taking into account any response to its minded to letter.

## 10. Review of transport provision

- 10.1 A new referral must be made if the child moves home, or other circumstances change.
- 10.2 Failure to inform us of a change of circumstances may result in parents or carers having to pay back costs incurred by the Council. We will also make regular checks to ensure the eligibility criteria continue to be met.
- 10.3 The mode of travel assistance being offered will also be reviewed regularly to make sure that the service provided continues to be appropriate for the child's needs and the most cost effective for the Council.

## 11. Concessionary seat scheme (paid transport)

- 11.1 Where it is decided that travel assistance will not be provided by the Council, the parent/carer may be able to apply for a vacant seat. This is only possible for some routes to schools. We can only give seats on our existing vehicles where there are spaces available and when it does not increase the cost to the Council. This means we are not able to offer a seat to everyone.
- 11.2 It may be necessary for the parent/carer to take their child to an existing pick-up point. If a change is made to the shared route which means that the cost of the vacant seat increases, the offer of the vacant seat will be withdrawn. We will have to withdraw the vacant seat offer if we need the seat for someone else who qualifies for free transport or if we no longer have anyone on the route that qualifies for free transport. The Council will give as much notice as possible however the minimum notice given will be one week.
- 11.3 Further information relating to charges (reviewed annually) are available on our [paid school transport](#) webpage.

## 12. Travel assistance for early years children

- 12.1 Children below compulsory school age attending the nearest suitable special school for assessment purposes may be entitled to home to pre-school transport if it's decided that it is necessary. The officer will consider the individual circumstances of each case and will consider whether it is reasonably practical in the circumstances of each case for parents/carers to accompany the child or make the travel arrangements themselves.

## 13. Travel assistance for Post-16 and Post-19

- 13.1 Once young people with SEND reach school leaving age, the help councils must give them with transport to school or college changes. They do not automatically get the free school transport that younger children are entitled to.
- 13.2 Further information on the assistance we provide to over 16s and how to apply can be found on our [school and college transport](#) webpage.

13.3 The following policies also have further details:

- [travel assistance policy for 16-19-year-olds with an Education, Health and Care plan \(EHC plan\)](#)
- [travel assistance policy for post-19-year-olds with an Education, Health and Care plan \(EHC plan\)](#)

13.4 All of our policies can be found on our [Home to School and College Transport Policy](#) web page.

## 14. Policy changes

14.1 The Council reserves the right to make minor amendments or corrections to this policy without consulting on them.

14.2 Where proposals to change the policy may affect children's eligibility for transport, we will consult for a minimum of 28 days during term time. Consultees will include schools, parents of children who will (or may) be affected by the proposed changes, including those whose children attend school in a neighbouring authority, and those whose children may be affected in the future.

14.3 Wherever possible, changes will be phased in so that children who begin attending a school under one set of travel arrangements continue to benefit from those arrangements until they leave that school.

## 15. Complaints

15.1 The Council is here to help and support the people of West Sussex. Services are provided as efficiently as possible and it is expected that staff are helpful, polite and explain things clearly whether on the telephone, in writing or face to face.

15.2 Sometimes things go wrong, and parents or carers may not be happy with the service they have received. We welcome comments, good and bad, as an opportunity to put things right and improve our services. Parents should let us know if they feel that the Council has failed to do something, done something wrong or acted unfairly or impolitely. We cannot investigate matters that are subject to the two-stage appeals process.

15.3 Complaints regarding the service provided on a vehicle organised by the Council, or concerns about transport arrangements should be directed to:

15.4 Email: [school.transport@westsussex.gov.uk](mailto:school.transport@westsussex.gov.uk) or telephone 01243 753 530

15.5 Full details can be viewed online regarding the council's [complaints procedure](#).

## 16. Summary of the application process

16.1 A summary of the overall process follows

### Transport assistance considered

- An officer from the Special Educational Needs Assessment Team will consider eligibility for transport assistance, using any supporting evidence, during the drafting of the Education Health and Care Plan.
- We may contact you to find out more about the child and their needs.

### Decision

- You will be informed of the officer's decision.

### Needs assessment

- If the officer determines that a student is eligible for transport assistance, a transport referral will be made to the Transport Coordination Group. The Transport Coordination Group will issue a health and safety questionnaire to commence drafting a travel care plan. The finalised travel care plan will be issued to parent/carers for approval prior to commencing transport.

### Organise transport

- On completion of the needs assessment and the submission of a timetable, it can take approximately 15 working days for suitable travel assistance to be organised. This may take longer if the situation is complex. You will be advised if this is the case.
- Parent notified of the travel arrangements.

### Stage 1 appeal

- If you disagree with the decision, you can request a Stage 1 appeal.
- Complete a Stage 1 appeal form.
- All Stage 1 appeals are considered by the Assistant Director for Education and Skills.
- You should receive a decision within 20 working days of receipt of the application form.

## Stage 2 appeal

- If you disagree with the Stage 1 decision, you can request a Stage 2 appeal.
- Complete a Stage 2 appeal form.
- All Stage 2 appeals are considered by the Transport Appeal Panel.
- They will meet within 40 working days of receipt of the application form to conduct your hearing.
- You will receive a written decision from the Appeal Panel supporting officer within 5 working days of the hearing.

## 17. Medication on school transport

### 17.1 When do we administer medication, what is our policy:

This document relates to pupils who have been referred by the Special Educational needs assessment team (SENAT) to the Transport Co-ordination Group (TCG) for provision of transport usually these Pupils are at specialist placements or have medical conditions relevant to safety on transport and may carry prescribed medicine.

### 17.2 The Purpose of this protocol:

- Ensure the welfare of children being transported.
- Clarify requirements and expectations of all relevant parties, including parents, carers, schools, WSCC and its service providers.
- To make sure passenger assistants (PA) and drivers have the relevant medical & care information required to carry out their duties.
- Protect and support PAs and drivers
- Outline the advice, training and information that our employees, contractors and their employees should expect to receive

### 17.3 What is required for WSCC to arrange Transport:

Parents of pupil's who have a known medical or behavioural condition that may require specific support or intervention, must complete the WSCC Health & Safety form before they are allocated a place on WSCC transport.

The information provided should include details of all known medical conditions and behaviours, so that the PA or driver have all relevant information to support the passenger – this is used to draft the Transport Care Plan (TCP). The final TCP will be agreed and signed by parents/carers, schools and the WSCC Transport Planner.

An individual desktop risk assessment is required for all Special Educational Needs (SEND) pupils travelling on home to school transport

Relevant information from the TCP will be shared with key professionals involved in the pupil's transport, including the PA and driver.

The County Council expects its employees, service providers and their employees to treat all such information confidentially.

WSCC requires passenger assistants to complete basic first aid training.

The driver and PA also attend mandatory training courses in:

- Disability Awareness
- Safeguarding

Where there is a specific medical condition that requires specialist training to provide the care WSCC will endeavour to provide a PA with the training required to administer medication or provide medical support although this cannot be guaranteed.

The travel care plan should include a contingency plan if a PA or driver is not trained or is unable to administer the medication.

If the PA or driver is trained to administer emergency medication then the parent/carer must sign the permission area of the care plan and provide relevant information about medication before we organise transport and source a provider

If the trained escort or driver is away from work then we cannot guarantee a replacement with specific training, the parent will be informed by the operator if the usual escort or driver is not available

A current version of the travel care plan must be held by transport operators and carried by drivers and passenger assistants on all journeys.

It is the parent/carers or by a person acting on their behalf responsibility to keep the transport planner updated. WSCC cannot be held responsible for any treatment given, or not given when the pupil's current and up to date medical information has not been provided in writing by the parent/carer.

#### 17.4 Medication (Prescribed medicine only)

The pupil's medication should be secured in a small medical box or a zipped clear plastic bag - the box or bag should be clearly labelled and sealed - together with a copy of the TCP. This is to be given to the escort by the parent/carer each morning.

The PA will hand over the medication and the copy of the TCP to a responsible person on arrival at school. The reverse process takes place at the end of the school day.

The Medication (prescribed only) will be received on transport arranged by WSCC for two purposes:

- When administration is required regularly during the school day.
- Where the pupil may require medication in an emergency whilst being transported to and from school

17.5 All prescribed medicines must be delivered in their original containers which must be clearly labelled with the following information:

- Name and strength of medicine
- Pupil's name
- Dosage
- Dosage frequency
- Storage requirements
- Expiry date
- Any cautionary advice, e.g. may cause drowsiness
- Name, address and phone number of the pharmacy

It is the parent or carer's responsibility to ensure that the correct medication is handed to the PA, if a child has a need for temporary medication to be transported to school (i.e. antibiotics) these should be placed into the sealed bag along with instructions for the school nurse.

We will only be held responsible for transporting medication that is declared on the transport care plan.

It will be the responsibility of the parent/carer at the start of the day to ensure that the medication is given to the PA. The PA, on return to the pupil's home address, should hand the medication back to the parent/carer.

17.6 Emergency procedures that a Driver or PA would normally follow:

In the case of an emergency the driver should stop, park the vehicle in a safe place and activate the hazard lights

The driver or PA should call 999 & follow the relevant instructions that are contained within the TCP.

The relevant trained personnel will follow the instructions on the administration of medication as per the care plan

As the situation allows, the driver or PA will alert the parent/carer.

The PA or driver will notify the school & WSCC/Line Manager at the earliest opportunity

The driver or PA will then complete an incident report for their line manager.

When the emergency services have arrived, the PA/driver will brief the paramedic, handing over the TCP and the pupil's medication but would not be expected to accompany the child to hospital.