

Wood County Board of Developmental Disabilities

PROCEDURE

**Procedure #:** 02-ALL-ALL-0066 (VH) **Subject:** Transportation of Medication on Vehicles  
**Effective Date:** 02-17-87 **Last Revision:** 12-19-17  
**Person Responsible:** Bus Transportation Supervisor  
**Approvals/Date:** Brent C. Boen 1-4-18  
Superintendent, WCBDD Date Department Director Date

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| 1. All properly marked medication which is transported on Wood Lane vehicles shall be presented to the vehicle <b>staff</b> upon boarding the vehicle. Properly marked medication must have an affixed label including enrollee's name, name of medication, dosage, route of administration and time, or time interval. |
| 2. The vehicle staff will put the medicine in the assigned bag on the vehicle and lock the bag. Any large bags can be transported in the luggage compartment of the vehicle. If there is no medication in the med bag, the med bag will remain open and unlocked.   |
| 3. Upon arrival at Wood Lane School the vehicle staff will hand the locked med bag to the staff person on duty.   |
| 4. The staff person will deliver the locked med bag to the nurse's office and place the med bag in the designated medication storage area immediately.  |
| 5. As a priority the program nurse will open all bags and remove medication daily.  |
| 6. If any medication has to be returned home, it will be placed in the designated med bag and locked  |
| 7. The vehicle staff will be responsible to pick up the med bag for the p.m. route at WLS at p.m. pick-up.  |
| 8. All medication sent home must be given directly to a parent/adult by the vehicle staff. Med bags returned to Residential Homes shall be given to a staff person.   |
| 9. Medicine may also be transported directly to the facility by the parent/care provider. The staff person who received the medication is responsible for placing it in the medication storage area.  |
| 10. If medication needs to be given during an outing, the <b>school</b> staff is responsible for transportation and administration of the medication. Medication will be transported in a locked med bag or box.  |
| 11. If the lock on the med bag does not work properly, it will be the responsibility of the vehicle staff to report it to the Bus Transportation Supervisor immediately. Immediately upon notification, the damaged med bag will be replaced with a med bag that has a workable lock on it.                             |