



Receipt of Medication – Transport

All medication received must be checked to ensure it is in an appropriate container. A signature must then be obtained from the parent / carer / school / escort / driver / school to acknowledge receipt. Upon arrival at the receiving establishment, the medication accompanied by this form must be placed in a suitable secure area for validation and appropriate action. This process is to be repeated when returning any medication.

Week Commencing: _____

Name	Details (Package, Bottles)	Collection			Return			Comments / Special Instructions
		Signature of Parent/Carer/ School	Signature of Escort/Driver	Signature of Member of Staff	Signature of Parent/Carer/ School	Signature of Escort/Driver	Signature of Member of Staff	