



Logging medication daily

If you have chosen not to use the TOAST app, or are unable to use it, you can still record online whether you have given your baby their TOAST medication. If you would like to record this way, let your local research team know when you enrol your baby on TOAST.

For the first 28 days after your baby is discharged home (starting the day after your baby is discharged home) we will ask you to report each day whether you have given them the TOAST medication.

From: TOAST <toast@npeu.ox.ac.uk>
To: Chris Smith <c.smith@email.com>
Subject: TOAST study: medication for Study No. 1234

Dear Chris,

Please go to <https://toast01.mytrial.me/?accessCode=ABW1234> to let us know whether Jamie (study number 1234) had their TOAST medication yesterday. (Use the “Let’s Go” or “Continue” buttons to get to the questions.)

You will only be able to complete medication information after you have filled out the latest follow-up questionnaire. If you haven’t completed the latest questionnaire please do this as soon as possible.

Best wishes,
The TOAST team
Tel: 01865 617919

We will send you a message by email and by text message (if you have given us both your email and your mobile number) to ask you to report whether you have given your baby their TOAST medication:

Please go to <https://toast01.mytrial.me/?accessCode=ABW1234> to let us know whether Jamie (study number 1234) had their TOAST medication yesterday. (Use the “Let’s Go” or “Continue” buttons to get to the questions.)

You will only be able to complete medication information after you have filled out the latest follow-up questionnaire. If you haven’t completed the latest questionnaire please do this as soon as possible.

When you receive the message, tap / click on the link



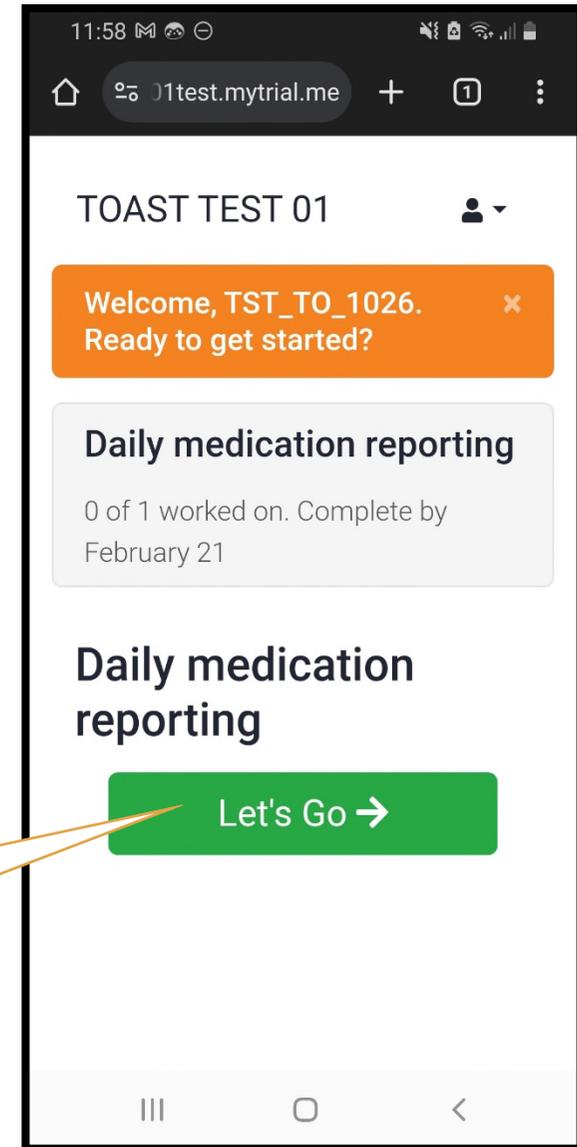
You can log medication either using your mobile phone (if it is a smartphone) or on a laptop / computer. Just open the link on the device you would like to use.

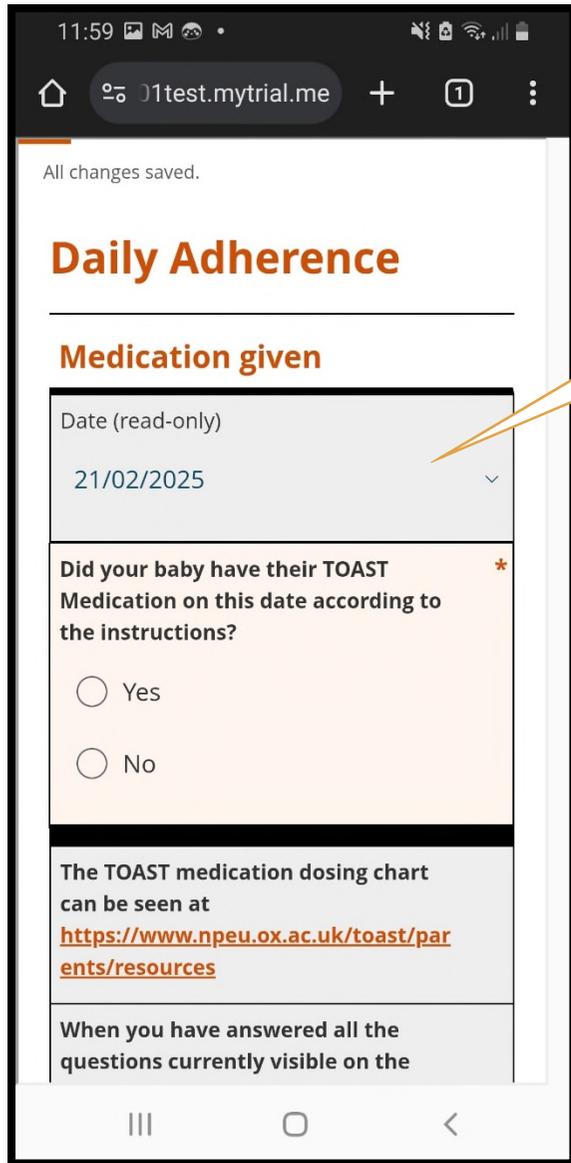
The link takes you to the dashboard for completing TOAST questionnaires.

If you have a TOAST follow-up questionnaire due, you will see that on the dashboard, instead of your medication questionnaire. You will need to complete that follow-up questionnaire before you can access the medication questionnaire.

The dashboard will only show one questionnaire at a time.

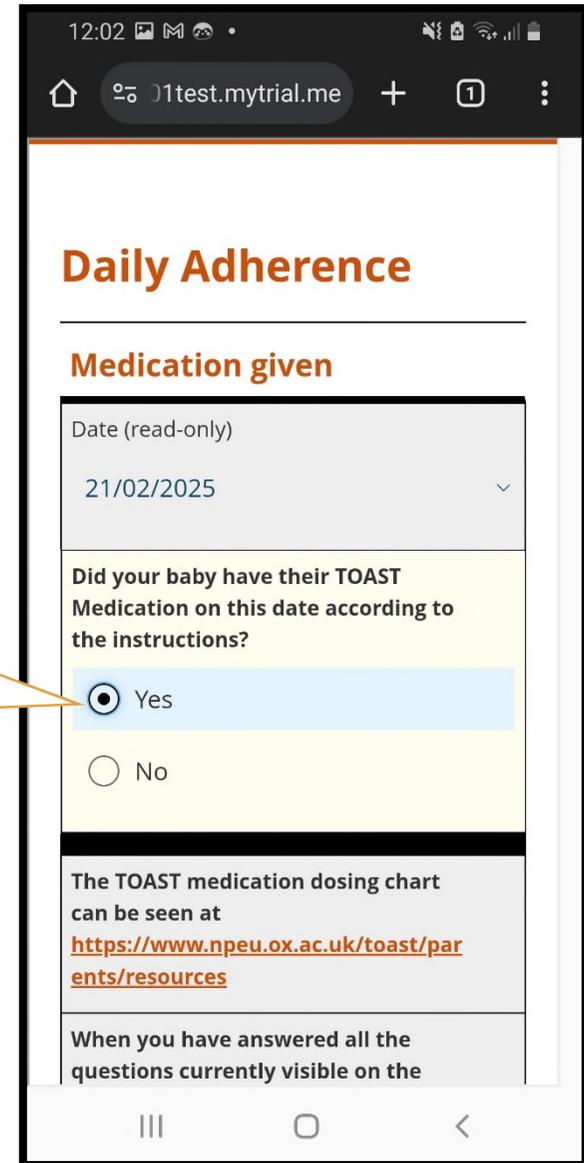
Tap the “Let’s Go” button to open the form to report whether you have given your baby their TOAST medication





The date will be automatically filled in for you

If you answer "Yes", there are no further questions to answer



12:03

01test.mytrial.me

21/02/2025

Did your baby have their TOAST Medication on this date according to the instructions?

Yes

No

Why not?

Forgot to give it

Ran out

Baby refused it

Baby spat it out

Baby is unwell (at home)

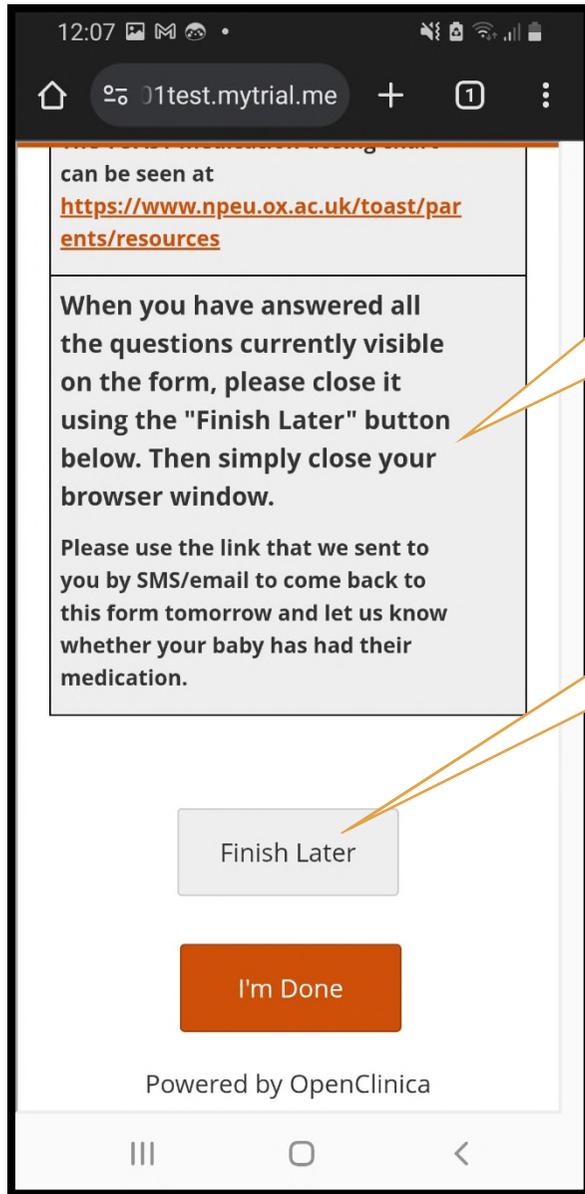
Baby is in hospital

Other

If you answer "No", we will ask you one more question

Why do you want to know if my baby has missed a dose of their TOAST medication?

We would like you to fill in the questionnaire even if you have not been able to give your baby their TOAST medication that day. This is because it is very useful for us to know how many doses of medication babies are actually getting, and if parents are having any problems giving it. We can use this information to interpret the results of the study properly.

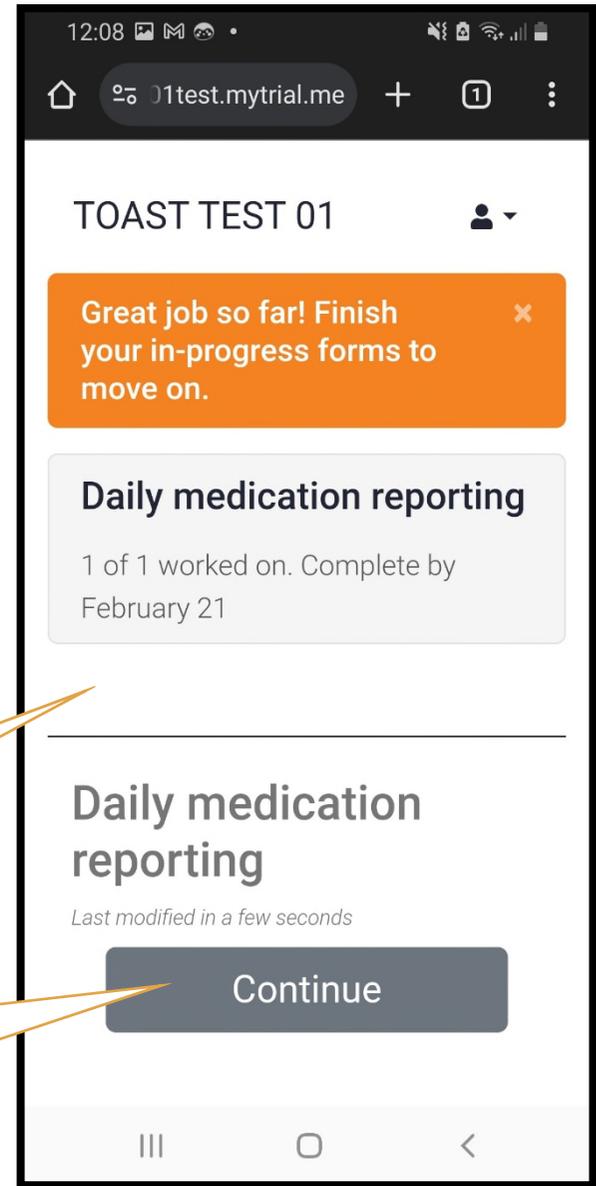


After you have answered the questions, scroll down to the bottom of the questionnaire and follow the instructions

For the first six days of the week, use the Finish Later button to exit the questionnaire

You will then return to the Dashboard and can close your browser window

If you realise you have made a mistake and want to go back into the questionnaire to change your answer, tap "Continue"



12:09

1test.mytrial.me

Date (read-only)
20/02/2025

Did your baby have their TOAST Medication on this date according to the instructions?

Yes
 No

The TOAST medication dosing chart can be seen at <https://www.npeu.ox.ac.uk/toast/parents/resources>

Please confirm that have you answered the questions for all 7 days above: *

Yes

All changes saved.

On the last day of the week, you will be asked to confirm that you have answered the questions for all 7 days. Answer "Yes" once you have done this

Follow the instructions at the bottom of the questionnaire

On the last day of the week, use the "I'm Done" button to exit the questionnaire

12:10

1test.mytrial.me

answered the questions for all 7 days above:

Yes

Thank you for confirming. Use the "I'm Done" button below to close the form.

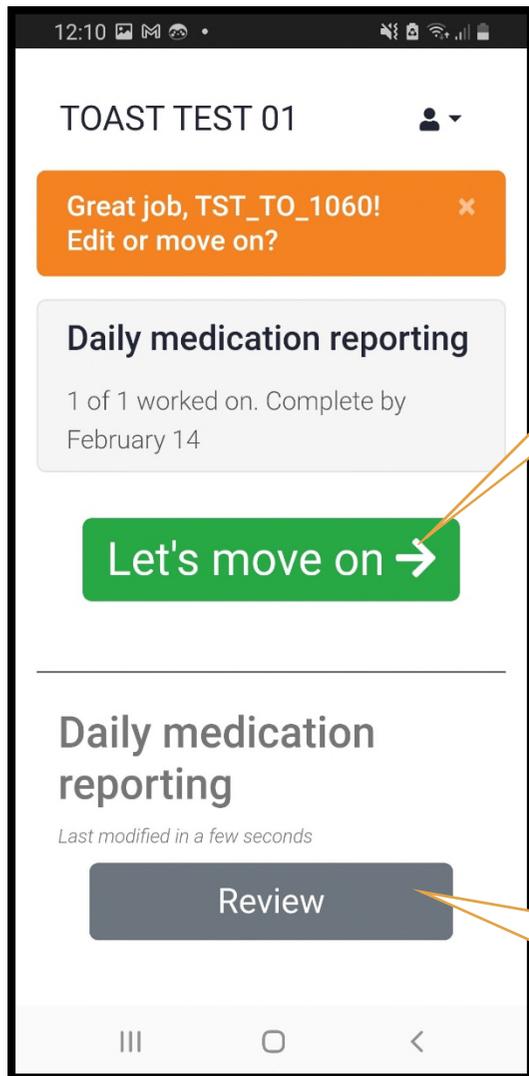
On the following screen, click the "Let's Move On" button to mark this form complete.

Please use the link that we sent you by SMS/email to come back tomorrow, when a new form will be available for you to continue letting us know whether your baby has had their medication.

All changes saved.

Finish Later

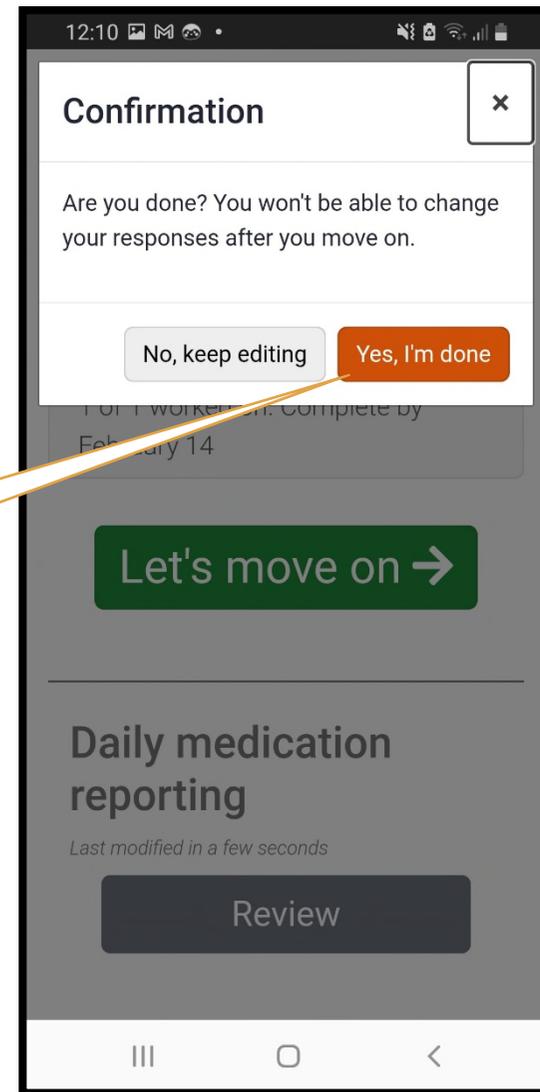
I'm Done

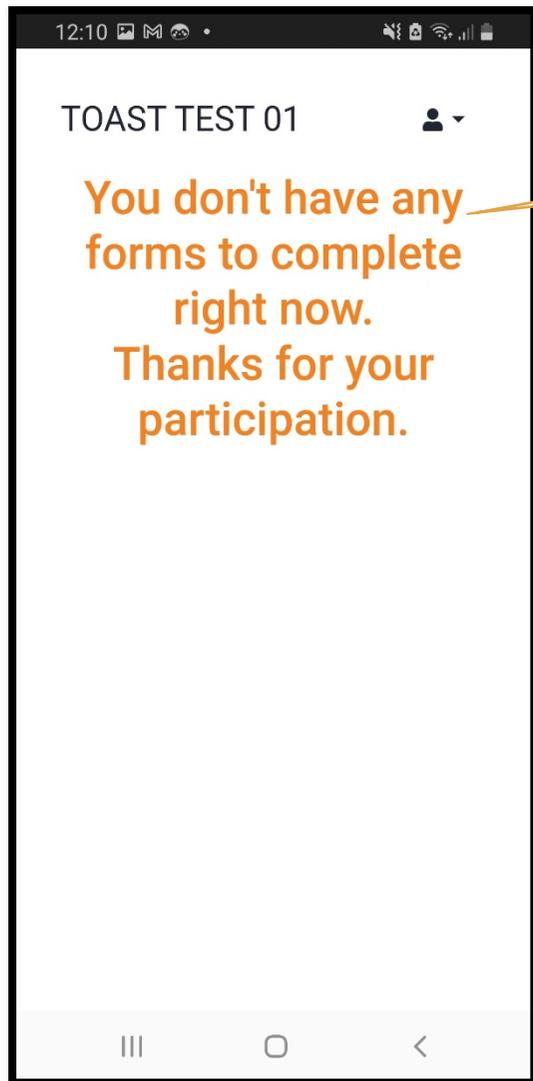


On the Dashboard, tap "Let's move on"

Tap "Yes, I'm done" to finish your questionnaire

If you realise you have made a mistake and want to go back into the questionnaire to change your answer, tap "Review"

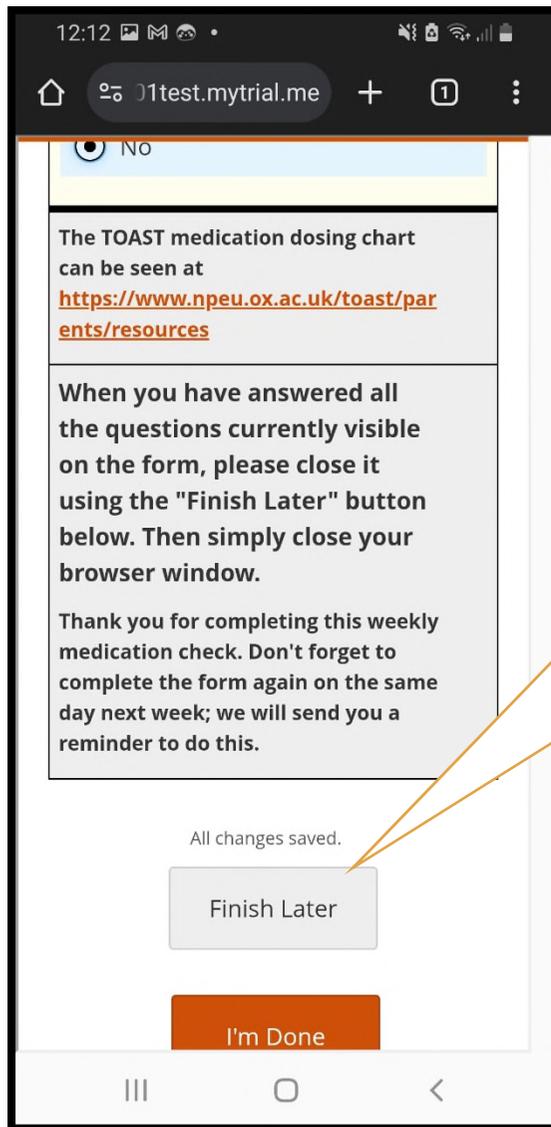




After you tap, "Yes, I'm done", the questionnaire is completed and disappears from your dashboard

If you now have any other TOAST questionnaires due, these will appear once you have completed the medication questionnaire.

The next day, use the same link to come back to the dashboard. There will be a new medication questionnaire for you to start filling out.



Each questionnaire will be active for four weeks. For the first three weeks, use "Finish Later" to exit the questionnaire.

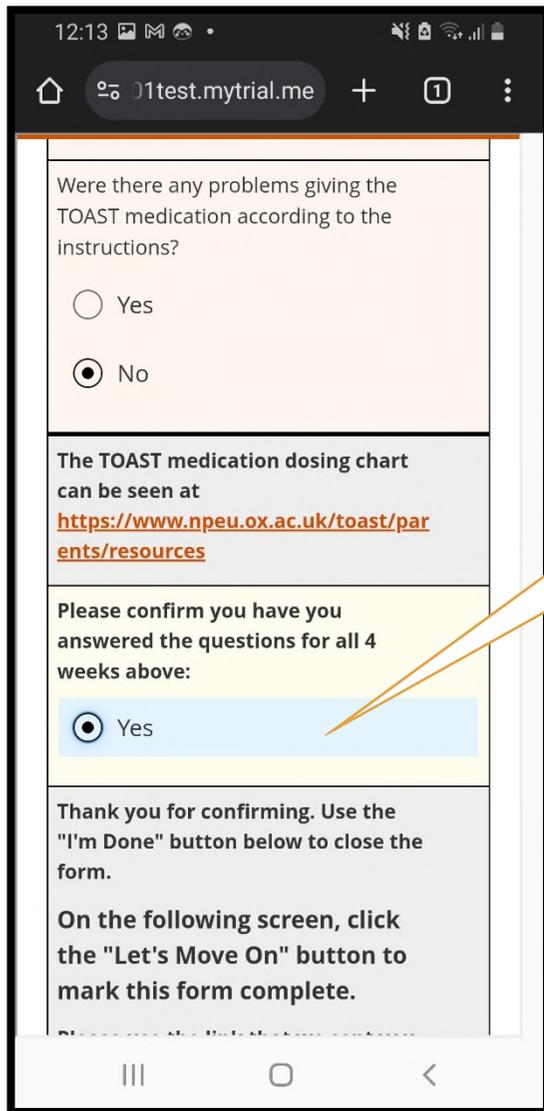
You will then return to the Dashboard and can close your browser window

If I am filling in the questionnaire for today or for this week and I notice I missed a day or week in the past, is it all right to fill it in then? Can I add answers later?

Yes, it is fine to answer the questions later if you need to. While the current questionnaire is active, you can fill in the data at any time.

After you have selected "Yes, I'm done" and finished the questionnaire, you can no longer access it or add any more data.

The next week, use the same link to come back to the dashboard (we will send you a message reminding you to do this) and answer the questions again.

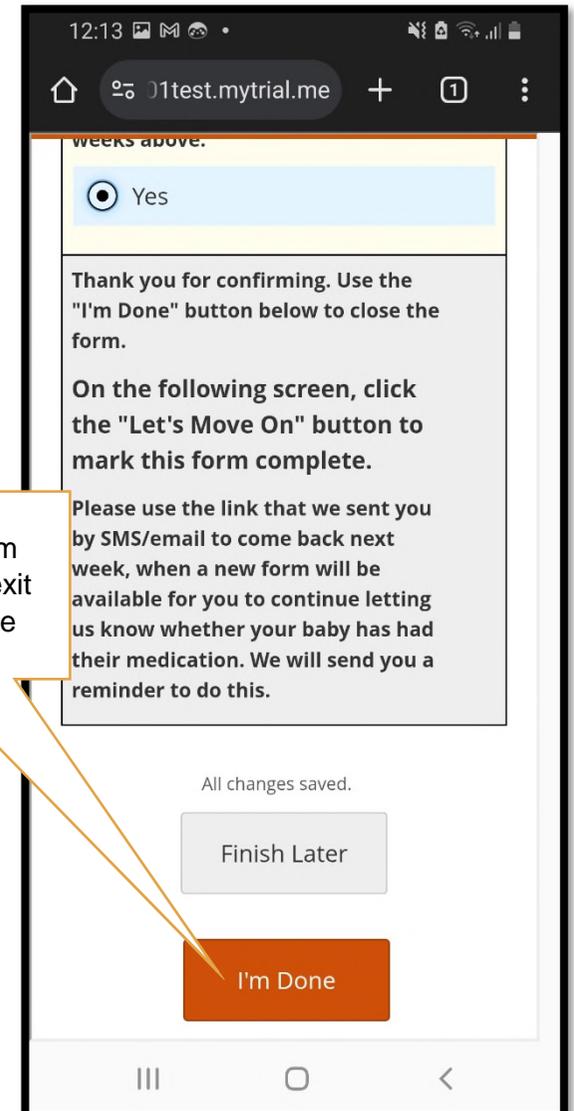


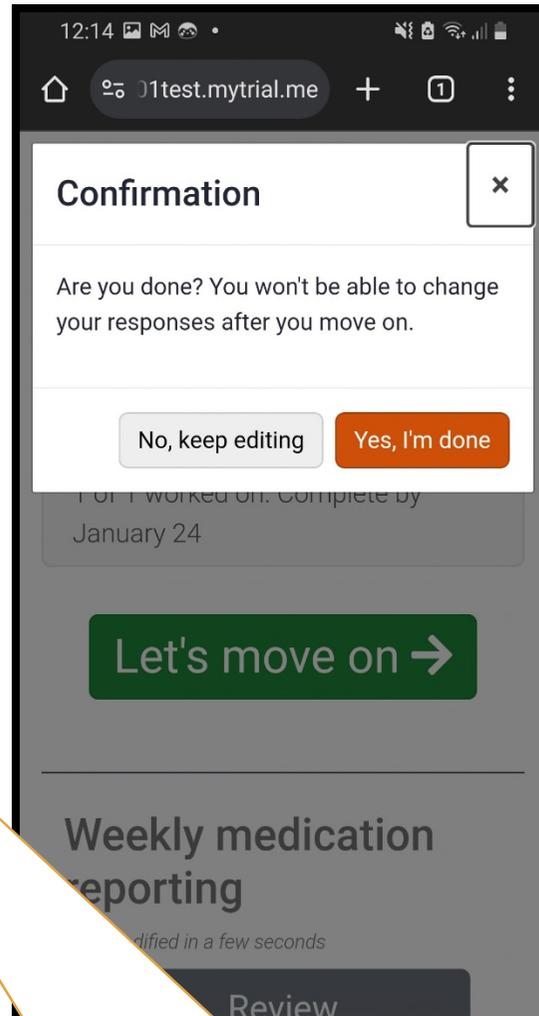
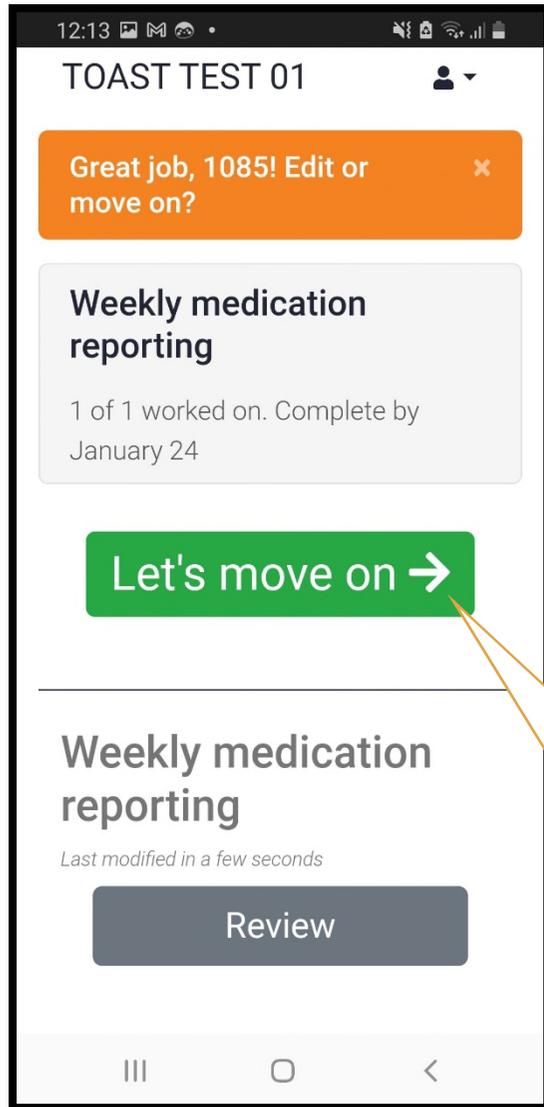
On the fourth week, you will be asked to confirm that you have answered the questions for all 4 weeks. Answer "Yes" once you have done this

Then use the "I'm Done" button to exit the questionnaire

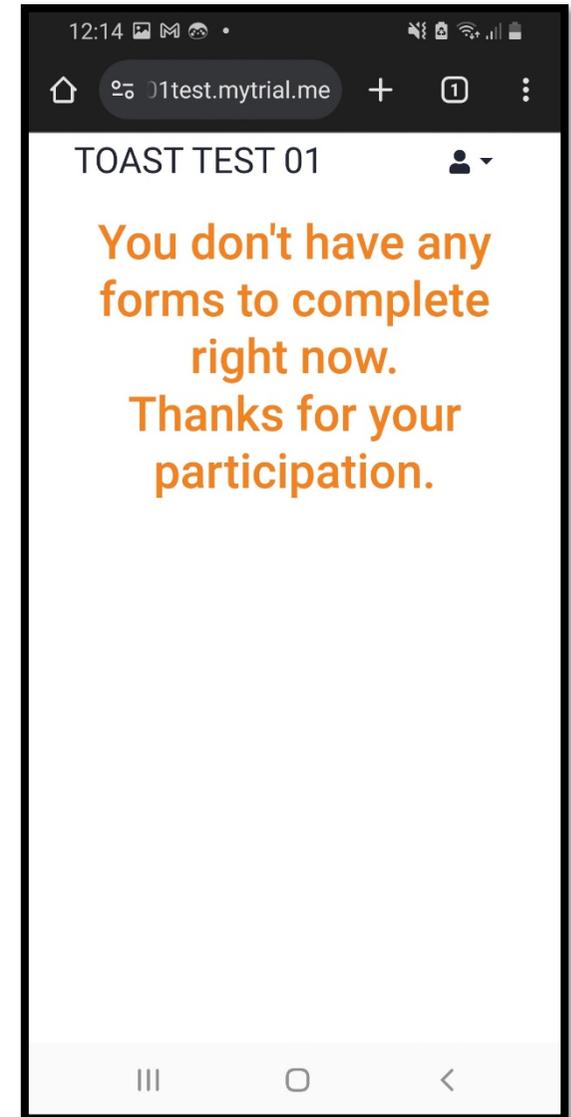
The next week, use the same link to come back to the dashboard (we will send you a message reminding you to do this). There will be a new questionnaire for you to start filling out.

Please keep giving the medication and filling out the medication questionnaires until your baby is **12 months (1 year) old**. We will send you a message when it is the last week to give your baby their medication.





On the dashboard, use the “Let’s move on” button to finish the questionnaire, as you did for the daily medication reporting





Contact information

TOAST Study Team

NPEU Clinical Trials Unit,
National Perinatal Epidemiology Unit, University of Oxford,
Old Road Campus, OXFORD, OX3 7LF



Scan to visit www.npeu.ox.ac.uk/toast