

When an infant is randomised to TOAST Study, please ensure that you state on the **Contact Details Form** (found on the TOAST Randomisation website) any hospitals that it is possible the infant could be transferred to. This will allow the us to ensure that Continuing Care Sites are set up in advance of a transfer taking place, where possible.

The TOAST Study team will endeavour to urgently obtain the necessary local approvals to set-up a hospital as a TOAST Continuing Care Site (CCS).

Please **contact the TOAST Study team as soon as possible** if site become aware that a TOAST infant may be transferred to another hospital.

Use the following contact details to get in touch during office hours:

**TOAST Study Team**  
Email: [toast@npeu.ox.ac.uk](mailto:toast@npeu.ox.ac.uk)  
Phone: 01865 289278

## TOAST Medication Administration

Depending on local trust policies, the hospital that the TOAST infant is being transferred to may allow the parent to continue administering enteral TOAST medication whilst their baby is an inpatient, and logging the medication doses on the TOAST app. Please ensure that where possible, **parents are trained in administration of enteral medication and are set up on the TOAST app** (for recording adherence to the TOAST medication) prior to the transfer.

The TOAST infant should be **transferred along with any unopened enteral TOAST medication bottles** (sealed in their foil pouches). Any reconstituted TOAST enteral medication bottles should be disposed of, and accountability for this logged in the TOAST Daily Dosing Log. It is not possible to transfer opened, reconstituted bottles of TOAST medication due to their requirement to be stored in a fridge at 2-8°C.

If local R&D approvals are not possible prior to an infant being transferred, the TOAST medication can be **paused**, and restarted following discharge home from hospital. Recruiting sites should maintain contact with the parents to ensure the medication is restarted as soon as possible, and that the parents have adequate TOAST medication supply.

## Data Collection

Data collection will remain the responsibility of the recruiting site following transfer of a TOAST infant. Continuing Care Site staff will not have access to OpenClinica to complete TOAST eCRFs.

Please ensure that Transfer/Discharge Forms are completed every time that a TOAST infant is transferred, or is discharged home, or dies. Please refer to **TOAST Guidance Sheet 8: Case Report Forms**. Recruiting sites should check central NHS hospital records where possible to obtain this information.