

CLASS Business Unit:	Student Transportation
Operating Practice:	Transportation of Students with Anaphylaxis
Reference:	STS-PRO-019-2013
Adopted:	December 3, 2013
Revised:	

1.0 Scope

Chatham-Kent Lambton Administrative School Services (CLASS) recognizes the possible need for immediate administration of the medication, in the form of an auto injector in the form of an Epi-Pen (or Epi- Pen Junior) Auto-Injector or other approved auto injectors to students who are subject to severe allergic and life-threatening reactions during transportation to and from school and shall support such action by authorized transportation service providers.

2.0 School Administration Responsibility

Advise CLASS annually of all students identified as having life-threatening allergic reactions and for which an Epi-Pen is to be or may have to be administered. Notifications will remain in effect until a change in the student's medical condition makes it necessary to obtain a new medical statement.

3.0 Parental Responsibility

It is the responsibility of the parent/guardian to:

- Ensure that the auto injector (Epi-pen) is replaced prior to the expiry date;
- Ensure that the medication is carried in the students' backpack at all times while the student is transported. Medication cannot be carried by the driver or stored on the bus; and,
- Ensure that the red identifier tag supplied by CLASS is attached to the student's back pack so that it is readily visible

4.0 Bus Operator Responsibility

It is the responsibility of the bus operator to:

- Advise their drivers and spare drivers of students who ride their routes as well as provide for appropriate staff access to student information;
- Assign priority seating in the first seat or closest seat opposite the bus

- driver daily. Such priority seating is recommended for students up to and including Grade 6; and,
- Ensure annual training for all drivers and training new drivers prior to first working on a route.

5.0 CLASS Responsibility

It is the responsibility of CLASS to:

- Ensure that Bus Operators are advised of students they transport who are identified with life-threatening allergic reactions requiring the possible use of Epi-Pens and identify such students by bus route numbers and school attendance through their access to www.schoolbusinfo.com;
- Distribute red plastic tags clearly marked 'EPI-PEN' to schools for distribution to attach to the student's backpack;
- Enable school bus driver training by providing Emergency Preparedness Training including the administration of an Epi-Pen every year; and,
- Require that new drivers are trained prior to driving a school vehicle.

6.0 Procedure

When it appears that an identified student passenger is having trouble,
The School Bus Driver shall:

- Secure the vehicle;
- Assess the situation and determine if administration of an Epi-Pen is necessary;
- If deemed necessary, administer the Epi-Pen or other auto injector and advise dispatch of the incident, location, time, and request emergency services;
- Monitor student and await arrival of emergency response;
- Reassure students on the bus; and,
- Ensure the used Epi-Pen is secure and delivered to the response team personnel.

The Bus Operator shall:

- Immediately call 911;
- Confirm with the school bus driver the location and time of incident;
- Advise the school principal and CLASS of the incident; and,
- Remain in constant contact with 911 officials and the school bus driver.