

<b>CLASS Business Unit:</b>	Student Transportation
<b>Operating Procedure:</b>	Transporting Students with Oxygen
<b>Reference:</b>	STS-PRO-032-11
<b>Adopted:</b>	May 11, 2011
<b>Revised:</b>	March 9, 2018

## 1.0 Scope

CLASS is committed to transporting students requiring the use of oxygen when prescribed by a medical professional. Oxygen will be considered a medical support device just as any other auxiliary device (ie: wheelchair, walker, etc.).

## 2.0 Responsibility

2.1. It is the responsibility of the parent / guardian to ensure the oxygen cylinder is Size D or E.

2.2. It is the responsibility of the parent / guardian to source a Nurse to ride the bus with the student.

2.3. It is the responsibility of the nurse to ensure that the oxygen bottle is securely attached to the bus while the bus is in transit.

2.4. It is the responsibility of the nurse to administer the oxygen if it is only used on an "as needed" basis.

2.5. It is the responsibility of parent / guardian to develop a "Student Safety Plan" so that the bus operator and/or EMS responders know how to respond to emergencies regarding the student's medical situation / oxygen supply issues, etc.

2.6. It is the responsibility of CLASS to provide the bus operator with a sign to display on the exterior of the bus warning Fire / EMS responders of an oxygen cylinder being on board the bus.

2.7. It is the responsibility of the bus operator to make sure that the driver is aware of the "Student Safety Plan" for the student.

### 3.0 Procedure

3.1. The Special Needs department will contact CLASS to inform of a student requiring the use of an oxygen cylinder while on the bus.

3.2. CLASS will ensure the responsibilities criteria (section 2.0) have been met.

3.3. CLASS will coordinate with the Parent, Bus Operator, School & Special Needs department the start date for the student.

### 4.0 Definitions

Term	Definition
Oxygen	Oxygen is a non-flammable substance that is stored in liquid or gas form and is used by a student to aid in breathing, and in many cases, in treating an ongoing medical condition.

### 5.0 Appendices

/oxygen sign.jpg