

CLASS Business Unit:	Student Transportation
Operating Practice:	Transportation of Students with Medical Conditions
Reference:	STS-PRO-019-2013
Adopted:	December 3, 2013
Revised:	March 20, 2020 July 24, 2025

1.0 Scope

Chatham-Kent Lambton Administrative School Services (CLASS) recognizes the possible need for immediate administration of prescribed medication; this could include auto-injectors, inhalers or diabetic treatments for those students that have severe allergic and life-threatening reactions while being transported to and from school on a school purpose vehicle.

2.0 School Administration Responsibility

It is the responsibility of the school administration to:

- Notify families of students that carry prescribed medication that the MEDICAL CONDITION NOTIFICATION FORM must be completed on their parent portal at www.cklass.ca.
- Complete the MEDICAL CONDITION NOTIFICATION FORM on behalf of parents for those families that are not able to do so.

3.0 Parental Responsibility

It is the responsibility of the parent/guardian to:

- Ensure that the MEDICAL CONDITION NOTIFICATION FORM is completed/reviewed yearly. The form is available on their parent portal at www.cklass.ca.
- Ensure that the prescribed medication is replaced prior to the expiry date.
- Ensure that the prescribed medication is readily available in the students' backpack; prescribed medication cannot be carried by the driver or stored on the bus; and,

- Ensure that the red identifier tag marked 'MEDICAL' supplied by CLASS is attached to the student's backpack and all that all pertinent information is listed on the back of the tag.

4.0 Bus Operator Responsibility

It is the responsibility of the bus operator to:

- Advise school bus drivers of those students who are listed on their passenger manifest as having a medical condition and ensure they have access to that medical plan as set out in the MEDICAL CONDITION NOTIFICATION FORM.
- May assign priority seating in the first seat or closest seat opposite the bus driver daily.
- Ensure that all drivers have received their Emergency Preparedness Training provided by CLASS prior to driving a school purpose vehicle.

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 conditions requiring the possible use of prescribed medication by providing the MEDICAL CONDITION NOTIFICATION FORM via their Bus Planner Portal.
- Distribute red plastic tags clearly marked MEDICAL 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/Inhaler; and,
- Require that new drivers are trained prior to driving a school purpose vehicle.

6.0 Procedure

When it appears that an identified student passenger is experiencing symptoms, the School Bus Driver shall:

- Secure the vehicle.
- Assess the situation and determine if administration of prescribed medication is necessary;
- If deemed necessary, administer the prescribed medication 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 prescribed medication 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;
- Refer to the MEDICAL CONDITION NOTIFICATION FORM for parental instruction
- Advise CLASS and Emergency Contact listed on the MEDICAL CONDITION NOTIFICATION FORM of the incident; and,
- Remain in constant contact with 911 officials and the school bus driver.

7.0 Definitions

Term	Definition
Prescribed medication	Reference any type of auto-injector (ie. Epi-Pen), inhaler or diabetic medication (ie. food, insulin)
Medical Notification Form	A form made available on both parent portal and school portal which provides details on medical condition and action plan in the event of an emergency.