

<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>	January 23, 2023

## 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 assistive device (ie: wheelchair, walker, etc.).

CLASS will only utilize mini-sized or accessible mini-sized school purpose vehicles for the transportation of students requiring the use of oxygen and who will have an oxygen cylinder with them while in transit.

CLASS will ensure that Oxygen cylinders will be securely mounted to either a medical device (such as a wheelchair) or to the floor of the school purpose vehicle.

## 2.0 Responsibility

2.1. It is the responsibility of the parent / guardian to ensure the Oxygen Cylinder that will be transported is size D or E.

2.2 It is the responsibility of the School Bus Operator to correctly install the oxygen tank mounting apparatus as per the manufacturer instructions in a location that will allow all passengers free access to and from emergency exits.

2.3 It is the responsibility of the Special Needs Coordinator to ensure that there is a Nurse assigned to ride the school purpose vehicle with the student.

2.4 It is the responsibility of the Nurse to ensure that the oxygen bottle is securely attached to the school purpose vehicle while in transit.

2.5 It is the responsibility of the Nurse to administer the oxygen to the student if it is only used on an "as needed" basis.

2.6 It is the responsibility of the Special Needs coordinator to work with the parent / guardian to complete the Individual Student Transportation Plan (ISTP) to include a "Student Safety Plan" so that the operator and/or EMS responders know how to respond to emergencies regarding the student's medical situation / oxygen supply issues, etc.

2.7 It is the responsibility of CLASS to provide the School Bus Operator/Designate with the Individual Student Transportation Plan (ISTP) and a sign to display on the exterior of the school purpose vehicle warning Fire / EMS responders of an oxygen cylinder being on board the vehicle.

2.8 It is the responsibility of the School Bus Operator/Designate to make sure that the Driver is aware of the Individual Student Transportation Plan (ISTP) for the student.

2.9 It is the responsibility of CLASS to purchase / provide the School Bus Operator/Designate an oxygen tank mounting apparatus to secure the size D or E Oxygen Cylinder to the school purpose vehicle.

### **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 school purpose vehicle.

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

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

### **4.0 Definitions**

<b>Term</b>	<b>Definition</b>
Oxygen Cylinder	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. It is always a prescribed medication and is considered medical support for a student.

Nurse	Registered Medical Staff that is responsible for the administration of oxygen.
Special Needs Coordinator	An employee of the School Board responsible for the identification of students with a disability.
School Bus Operator/Designate	School Bus Operator designate refers to the person (owner, manager, or dispatcher etc.) at the School Bus Operator that handles the communication between the Student Transportation Services designate and the Driver
Driver	An employee of a School Bus Operator who is responsible for transporting students to/from school on a school purpose vehicle
Mini-sized school purpose vehicle	A Type A school purpose vehicle with seating capacity of 36 passengers or less. Typically used to transport students with disabilities.

## 5.0 Appendices

/oxygen sign.jpg