



Student Transportation Services

BRANT HALDIMAND NORFOLK

Services de Transport Scolaire

Title: Life Threatening Management and Prevention Plan	Procedure #: 041 Page: 1 of 4	Section: Emergency Procedures
Effective: Nov 5, 2010	Last Reviewed: Feb 2020	Next Review: Feb 2023

Statement	<p>Student Transportation Services Brant Haldimand Norfolk (STSBHN) recognizes that, a student with a Prevalent Medical Condition may ride a school bus from home to school and back and that on that trip the student may experience a life-threatening emergency that requires medical intervention.</p>
Procedures	<p>The transportation Life-Threatening Management and Prevention Plan forms (TF002), or board equivalent Plan of Care form, must be completed/updated annually by the parent(s)/guardian(s) and submitted to their school principal. The school principal shall forward an electronic or legible hard copy of these forms to STSBHN per (006) Responsibility of Principal.</p> <p>If the student carries an epinephrine auto-injector, inhaler or other medication(s), it is the responsibility of the parent/guardian to inform bus driver(s) about the location of the medication(s) on the student's person; it is not the responsibility of the bus driver to carry or store the medication(s).</p> <p>STSBHN must:</p> <ol style="list-style-type: none"> 1. Annually provide the school bus operator(s) with a copy of all Life-Threatening Management and Prevention Plan forms (TF002), or board equivalent, as received from the school principal(s). 2. Indicate to the bus operator which bus route each student with a (TF002) Life-Threatening Management and Prevention Plan, or board equivalent, form is riding. <p>School Bus Operators must:</p> <ol style="list-style-type: none"> 1. Provide their bus driver(s), their school bus dispatcher(s) and other appropriate staff members with legible up-to-date copies of all Life-Threatening Management and Prevention Plan forms (TF002), or board equivalent,



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<p>Procedures...continued</p>	<p>received from STSBHN and have the documents easily available if called on for assistance.</p> <ol style="list-style-type: none"> 2. Ensure that information about students with prevalent medical conditions is provided to all spare bus drivers who cover the route which the student(s) are assigned and have the documents easily available if called on for assistance. <p>The School Bus Driver:</p> <ol style="list-style-type: none"> 1. must have copies of the Life-Threatening Management and Prevention Plan forms (TF002), or board equivalent, for all identified students assigned to ride on their bus. 2. must be aware of which student(s) on their bus have a potentially life-threatening medical condition in order to be able to respond quickly should an emergency occur. 3. must administer the epinephrine auto-injector and/or inhaler, in accordance with the (021) Anaphylaxis and Asthma emergencies procedure if the individual asks/ gives permission or is in an unconscious state.
<p>Responsibilities</p>	<p>A seat in the first row located across the aisle from the bus driver's seat must be reserved for students whom STSBHN has received a request and a consent form to administer epinephrine using an auto-injector or and inhaler, in life-threatening emergency situations. This measure is compulsory for all identified students in Grade 6 or lower, and is strongly recommended for these students in Grade 7 or higher.</p> <p>Whenever an identified student appears to have problems during their travel on a school bus:</p> <p>The bus driver must:</p> <ol style="list-style-type: none"> 1. Stop the vehicle at the next safe location and ensure that



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<p>Responsibilities... continued</p>	<p>it is completely immobilized.</p> <ol style="list-style-type: none"> 2. Ensure that all passengers are safe. 3. Assess the situation and determine whether emergency medical assistance is required. 4. Contact the dispatcher immediately if emergency assistance is required to indicate the location of the incident and to request that emergency service(s) be dispatched. 5. Watch over the pupil until the arrival of the emergency services team. 6. Ensure that the Life-Threatening Management and Prevention Plan document(s), or board equivalent, are available to the emergency services team upon their arrival. <p>The dispatcher must:</p> <ol style="list-style-type: none"> 1. Confirm with the bus driver the time and location of the incident. 2. Inform and remain in contact with the emergency services. 3. Inform and, if possible, remain in contact with the school which the student attends. 4. Inform STSBHN about the incident. 5. Ensure an Accident / Incident report (TF010), or operator equivalent, is submitted to STSBHN within 48 hours following the incident. 6. Dispatch another school bus to assist with completing the bus route if necessary.
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Responsibilities... continued	<p>The School Principal must:</p> <ol style="list-style-type: none">1. Notify the parent/guardian of the student involved in the incident, advising them to which medical facility their child has been taken.2. Prepare a letter for parents/guardians to inform them about the incident that took place on the bus for the students to take home. <p>STSBHN must:</p> <ol style="list-style-type: none">1. Oversee the incident and provide guidance and support to the school and bus operator.2. Provide appropriate documentation and timely communication to the school board of the student involved in the incident.3. Assist in notifying the parent/guardian if the School Principal is not able to be reached.
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