

Title : EpiPen Emergency Procedures	Procedure # : 021	Effective : Nov 5, 2010
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Statement	<p>STSBHN recognizes that, during the bus trip from home to school and back, it may be necessary to immediately administer the medication epinephrine, using the EPIPEN auto-injector, to students who have a life-threatening allergic reaction and STSBHN supports transportation service providers in implementing this measure.</p>
Procedures	<p>In accordance with the procedure described below and subject to the approval of the Manager of Transportation Services or a designated person, bus drivers may administer the medication according to the following protocol:</p> <ol style="list-style-type: none"> 1. The student's parent or guardian must have completed and signed the Life-Threatening Management and Prevention Plan form (TF002) or other Board specific form, which must be signed by a doctor and given to the school. In addition, the necessary permission must have been obtained. 2. The student must carry the medication on his/her person. <p>When a bus driver uses the EPIPEN auto-injector, he/she does so in accordance with the policy of STSBHN and applying the "in loco parentis" principle, not as a health professional.</p> <p>All students identified as having life-threatening allergic reactions and who may need to have epinephrine administered with the EPIPEN auto-injector, must hand in the Life-Threatening Management and Prevention Plan form (TF002) or other Board specific form duly completed and signed by the appropriate staff. This request will remain valid until the pupil's pathological condition requires a new statement from the doctor. It is the responsibility of the child's parent or guardian to notify the school, who then notify STSBHN, about any changes or about the expiry date of the doctor's prescription.</p> <p>Each year, STSBHN shall provide the following information to the school bus operators, who in turn must provide this information to their bus drivers, their school bus dispatcher, and their appropriate staff members:</p>

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<p>Procedures...continued</p>	<ol style="list-style-type: none"> 1. The name of the students who have been identified as having allergic reactions. 2. The school bus route number and transfer bus number. 3. The name of their school and any other pertinent information. <p>Once the (TF002) Life-Threatening Management and Prevention Plan form or other Board specific form has been completed and submitted to the school, a copy will be forwarded to STSBHN which contains: the documentation pertaining to each pupil having life-threatening allergic reactions will include a legible photocopy of the form, along with the standard information cards, which must include a clear photograph of the student, his/her name and grade, the name of his/her school, his/her school bus route number, information about his/her bus stop, his/her medical disorder, the phone number of the parent or guardian and the family doctor, as well as the location of the EPIPEN on the child's person.</p> <p>School bus operator will coordinate training sessions for their bus drivers at the beginning of each school year, or as required. It is the responsibility of the parent/guardian to inform bus drivers about the location of the EPIPEN on the student's person. It is not the responsibility of the bus driver to carry or store EPIPEN auto-injectors.</p>
<p>Responsibilities</p>	<p>Each day, a seat in the first row located across the aisle from the bus driver's seat must be reserved for each student for whom STSBHN has received a request and a consent form to administer epinephrine using the EPIPEN, 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 his/her travel on a school bus:</p> <p>The bus driver must:</p> <ol style="list-style-type: none"> 1. Stop the vehicle and ensure that it is completely immobilized.

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Responsibilities... continued	<ol style="list-style-type: none"> 2. Ensure that all passengers are safe. 3. Assess the situation and determine whether to administer epinephrine to this student, using the EPIPEN. 4. If it proves necessary to administer epinephrine with the EPIPEN, do so and contact the dispatcher immediately to indicate the location of the incident and to request that emergency services be dispatched. 5. Watch over the pupil until the arrival of the emergency services team. 6. Ensure that the EPIPEN that was used is closed properly and give it to the emergency services team. <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 the 911 emergency service and the school of the students involved in the incident. 3. Remain in contact with the 911 emergency service staff and with the bus driver. 4. Inform STSBHN about the incident. 5. Ensure the bus operator submits a report to STSBHN within 24 hours following the incident describing the use of the EPIPEN auto-injector. 6. Dispatch another school bus to assist with completing the bus route if necessary. <p>The School Principal must:</p> <ol style="list-style-type: none"> 1. Notify the parent/guardian of the student involved of the incident and where their child has been taken. 2. Remind the parent/guardian that they need to provide a new EPIPEN when their child returns to school.
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Responsibilities... continued	<p>3. Prepare a letter for parents/guardians to inform them about the incident that took place on the bus for the students to take home with them after school.</p> <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. If the school can not be reached at the time of the incident, notify the parent/ guardian of the student involved in the incident and inform them where the child has been taken. 3. Provide appropriate documentation to the school board of the student involved in the incident.
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