

Title : Life Threatening Management and Prevention Plan	Procedure # : 041	Effective : Nov 5, 2010
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Statement	<p>STSBHN recognizes that, a student with a Life Threatening Management and Prevention Plans 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>Life-Threatening Management and Prevention Plan forms (TF002) must be completed/updated annually by the parents/guardians according to (005) Responsibilities of Parents and Guardians and submitted to their school principal. The school principal shall forward a legible photocopy of these forms to STSBHN according to (006) Responsibilities of the School Principal.</p> <p>If the student carries an EPIPEN auto-injector, 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>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) for all identified students on their bus. 2. must be aware of which students on his/her bus have a potentially life-threatening medical condition in order to be able to respond quickly should an emergency occur. 3. is permitted to administer the EPIPEN auto-injector in accordance with (021) EPIPEN Emergency Procedures. <p>STSBHN must:</p> <ol style="list-style-type: none"> 1. Annually provide the school bus operators with copies of all Life-Threatening Management and Prevention Plan forms (TF002) as received from the school principals. 2. Indicate the school and the bus route number for each student with a (TF002) Life-Threatening Management and

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Procedures...continued	<p>Prevention Plan form.</p> <p>School Bus Operators must:</p> <ol style="list-style-type: none"> 1. Provide their bus drivers, their school bus dispatcher and other appropriate staff members with legible copies of all Life-Threatening Management and Prevention Plan forms (TF002) received from STSBHN. 2. Ensure that information about students with potentially life-threatening medical conditions is provided to all spare bus drivers.
Responsibilities	<p>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. 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.

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Responsibilities... continued	<p>6. Ensure that the Life-Threatening Management and Prevention Plan documents are available to the emergency services team upon their arrival.</p> <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 services 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 48 hours following the incident. 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 in the incident, advising them where 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 with them after school. <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 to the school board of the student involved in the incident.
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