

<b>Title :</b> <b>Anaphylaxis and Asthma Emergency Procedures</b>	<b>Procedure # : 021</b>	<b>Effective :</b> <b>Nov 5, 2010</b>
<b>Section :</b> <b>Emergency Procedures</b>	<b>Page : 1 of 4</b>	<b>Review :</b> <b>Oct 2018</b>

<b>Statement</b>	<p>STSBHN recognizes that, during the bus trip from home to school and back, it may be necessary to immediately administer the medication, using the EPINEPHRINE auto-injector or an inhaler, to students who have a life-threatening allergic reaction or breathing conditions.</p> <p>STSBHN supports transportation service providers in implementing this measure.</p>
<b>Procedures</b>	<p>The bus driver may administer the medication according to the following protocol:</p> <ol style="list-style-type: none"> <li>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.</li> <li>2. The student must carry the medication on his/her person.</li> </ol> <p>When a bus driver uses the EPINEPHRINE auto-injector or inhaler, 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/ or who suffer from breathing conditions, and who carry medication on their person, must hand in the Life-Threatening Management and Prevention Plan form (TF002), or other Board specific form, fully completed and signed to their school's principal. 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>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.</p>

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<b>Procedures...continued</b>	<p>Each year, STSBHN shall provide the all relevant information to the school bus operators, who in turn must provide this information to their bus drivers and their school bus dispatcher(s),</p> <p>School bus operators 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 epinephrine auto-injector or inhaler on the student's person. It is <u>not</u> the responsibility of the bus driver to carry or store either device.</p>
<b>Responsibilities</b>	<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 a medication in life-threatening emergency situations. This measure is compulsory for all identified students in Grade 3 or lower, and is strongly recommended for these students in Grade 4 or higher.</p> <p>Whenever an identified student appears to have problems during his/her travel on a school bus:</p> <p><b>The bus driver must:</b></p> <ol style="list-style-type: none"> <li>1. Stop the vehicle and ensure that it is completely immobilized.</li> <li>2. Assess the situation and determine whether to administer medication to this student, using the auto-injector or inhaler.</li> <li>3. If it proves necessary to administer medication with a device, do so and contact the dispatcher immediately to indicate the location of the incident and to request that emergency services be dispatched.</li> <li>4. Watch over the pupil until the arrival of the emergency services team.</li> <li>5. Ensure that the device that was used is given to the</li> </ol>
<b>Responsibilities... continued</b>	

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<b>Responsibilities... continued</b>	<p>emergency services team.</p> <p><b>The dispatcher must:</b></p> <ol style="list-style-type: none"> <li>1. Confirm with the bus driver the time and location of the incident.</li> <li>2. Inform the 911 emergency services and STSBHN of the student(s) involved in the medical emergency.</li> <li>3. Remain in contact with the 911 emergency services staff and with the bus driver.</li> <li>4. Ensure the bus operator submits a report to STSBHN within 48 hours following the incident describing the use of the medication.</li> <li>5. Dispatch another school bus to assist with completing the bus route if necessary.</li> </ol> <p><b>The School Principal must:</b></p> <ol style="list-style-type: none"> <li>1. Notify the parent/guardian of the student involved of the incident and where their child has been taken.</li> <li>2. If epinephrine was administered on the bus, remind the parent/guardian that they need to provide a new auto-injector when their child returns to school.</li> <li>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.</li> </ol> <p><b>STSBHN must:</b></p> <ol style="list-style-type: none"> <li>1. Inform the school principal, or their designate, of the medical emergency and keep them updated on the status of the event.</li> <li>2. Oversee the incident and provide guidance and support to the school and bus operator.</li> </ol>
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	<p>3. Provide the appropriate documentation to the school board of the student involved in the incident.</p> <p>4. In situations where the school cannot be contacted, notify the parent/ guardian of the student involved in the incident and indicate where the child has been taken to receive medical care.</p>
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