

Section <b>Life-Threatening Management and Prevention Plan Procedures</b>	Page 1 of 3
Type <b>Specialized Transportation</b>	Date Sept 1, 2009

<b>Statement</b>	<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>
<b>Procedures</b>	<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><b>The School Bus Driver:</b></p> <ol style="list-style-type: none"> <li>1. must have copies of the Life-Threatening Management and Prevention Plan forms (TF002) for all identified students on their bus.</li> <li>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.</li> <li>3. is permitted to administer the EPIPEN auto-injector in accordance with (021) EPIPEN Emergency Procedures.</li> </ol> <p><b>STSBHN must:</b></p> <ol style="list-style-type: none"> <li>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.</li> <li>2. Indicate the school and the bus route number for each student with a (TF002) Life-Threatening Management and Prevention Plan form.</li> </ol>

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<b>Procedures...continued</b>	<p><b>School Bus Operators must:</b></p> <ol style="list-style-type: none"> <li>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.</li> <li>2. Ensure that information about students with potentially life-threatening medical conditions is provided to all spare bus drivers.</li> </ol>
<b>Responsibilities</b>	<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><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. Ensure that all passengers are safe.</li> <li>3. Assess the situation and determine whether emergency medical assistance is required.</li> <li>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.</li> <li>5. Watch over the pupil until the arrival of the emergency services team.</li> <li>6. Ensure that the Life-Threatening Management and Prevention Plan documents are available to the emergency</li> </ol>

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<p><b>Responsibilities... continued</b></p>	<p>services team upon their arrival.</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 the school of the students involved in the incident.</li> <li>3. Remain in contact with the 911 emergency service staff and with the bus driver.</li> <li>4. Inform STSBHN about the incident.</li> <li>5. Ensure the bus operator submits a report to STSBHN within 48 hours following the incident.</li> <li>6. 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 in the incident, advising them where their child has been taken.</li> <li>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.</li> </ol> <p><b>STSBHN must:</b></p> <ol style="list-style-type: none"> <li>1. Oversee the incident and provide guidance and support to the school and bus operator.</li> <li>2. Provide appropriate documentation to the school board of the student involved in the incident.</li> </ol>
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