



# HSTS Operating Procedure

## Halton Student Transportation Services

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	Effective Date: <b>Sept 2013</b>
	Revised: <b>Sept 2016</b>

### Preamble

HSTS recognizes that, during the bus/taxi trip from home to school and back, it may be necessary to administer the medication epinephrine, using the EPIPEN or Allerject auto-injector, to students who may experience a life-threatening allergic reaction. If required, HSTS supports transportation service providers in implementing this measure.

Should a bus/taxi driver have occasion to use the EPIPEN or Allerject auto-injector, the driver does so in accordance with the policy of HSTS, and applying the “in loco parentis” (in place of parent) principle, not as a health care professional.

### Responsibilities

School bus/taxi operators will provide training in the use of EPIPEN and Allerject auto injectors for all new drivers and annually for all drivers at the beginning of each school year.

It is the obligation of the student’s parent/guardian and the student to ensure that the information in the students’ file is kept up to date with the medication that the student is taking, including any changes in parent/guardian contact information.

It is the responsibility of the parent/guardian to inform bus/taxi drivers about the location of the EPIPEN on the student’s person. It is not the responsibility of the bus/taxi driver to carry or store EPIPEN or Allerject auto-injectors.

The following procedure has been established for the notification of a student who may require the use of an EPIPEN or Allerject auto injector due to a life threatening allergy.

#### **The student’s parent/guardian shall:**

1. complete and sign the Anaphylaxis Emergency Treatment Plan Form based on the school boards’ Emergency Treatment Plan (Anaphylaxis) Protocol and submit the form to the school annually; and
2. ensure that all medical and emergency contact information provided to the school is correct and kept up to date annually and as required.



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### **The Principal (or designate) shall:**

1. upon receipt of the Anaphylaxis Emergency Treatment Plan Form completed by the parent/guardian, ensure that the school records all appropriate medical information in the student database (Trillium); and
2. forward a copy of the completed and signed medical forms to HSTS.

### **HSTS shall:**

1. upon receipt of the Anaphylaxis Treatment Plan form from the school, identify the transported eligible students in the HSTS transportation database who have the medical condition; and
2. attach the medical form to the individual student record in the HSTS transportation database.

### **The Bus/Taxi Operator shall:**

1. create a report in Busplanner Web identifying the bus routes that have students with medical conditions; and
2. print off copies of the individual student medical forms; and
3. ensure the bus/taxi driver(s) is aware of the student's medical condition; and
4. review the medical form with the bus/taxi driver to ensure that they have an understanding of the protocol if an emergency situation arises; and
5. store the medical form in a secure accessible location with a copy kept in the dispatch office, accessible for dispatch staff if/when required.



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### **Implementation**

A seat in the first row located across the aisle from the bus driver's seat may be reserved for each student for whom HSTS has received a request and consent form to administer epinephrine using the EPIPEN or Allerject, in life-threatening emergency situations. This measure is strongly recommended for all students with anaphylaxis.

#### **In the event of a medical incident:**

##### **The bus/taxi driver shall:**

1. pull over, stop the vehicle and ensure that it is completely immobilized (stopped and secured);
2. ensure that all passengers are safe;
3. assess the situation and determine whether to administer epinephrine to this student, using the EPIPEN or Allerject;
4. if it proves necessary to administer the EPIPEN or Allerject, 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; and
6. ensure that the EPIPEN or Allerject that was used is closed properly, and handed over to the emergency services team.

##### **The dispatcher shall:**

1. confirm with the bus driver the time and location of the incident;
2. inform 911 emergency service, the school and HSTS; if needed HSTS will assist in contacting the school; and
3. remain in contact with the 911 emergency service staff and with the bus driver.

##### **HSTS shall:**

1. remain in contact with the bus operator;
2. remain in contact with the school; and
3. inform the appropriate Board and Operations Committee members.



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### **The school principal (or designate) shall:**

1. notify the parent/guardian of the incident and if necessary, inform the parent/guardian that they need to provide a new EPIPEN or Allerject when their child returns to school; and
2. contact the parent/guardian of the students who were on the vehicle at the time of the incident to inform them of the incident, if required.

### **The Bus/Taxi Operator shall:**

1. within 24 hours following the incident, submit a report to HSTS, describing the incident and any known outcome involving the use of the EPIPEN or Allerject auto-injector.