



HSTS Operating Procedure

Halton Student Transportation Services

Operating Procedure: HS-4-003 - Emergency Procedure – Type 1 Diabetes	Page: 1 of 4
	Effective Date: Sept 2013 Revised: Sept 2016

Preamble

HSTS recognizes that, during the bus/taxi trip from home to school and back, it may be necessary to allow students with diabetes the opportunity to self-administer the appropriate nourishment in order to avoid insulin shock. HSTS supports transportation service providers in implementing this measure.

Responsibilities

It is the responsibility of the Parent/Guardian, Principal, HSTS and the Bus/Taxi Operator to follow the established notification procedure for a student who may need to self-administer the appropriate nourishment during the bus ride to/from school:

It is the obligation of the student's parent/guardian and the student to ensure that the information in the students' school 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 food/drink on the student's person. It is not the responsibility of the bus/taxi driver to carry or store any food or drink.

The student's parent/guardian shall:

1. complete and sign the Diabetes Hypoglycaemia Emergency Action Plan based on the school boards' 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 or as required.

The Principal (or designate) shall:

1. upon receipt of the Diabetes Hypoglycaemia Emergency Action Plan 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 Operating Procedure

Halton Student Transportation Services

Operating Procedure: HS-4-003 - Emergency Procedure – Type 1 Diabetes	Page: 2 of 4
	Effective Date: Sept 2013 Revised: Sept 2016

HSTS shall:

1. upon receipt of the completed Diabetes Hypoglycaemia Emergency Action Plan from the school, identify the transported eligible students in the HSTS transportation database who have a 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.

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 assist if the student experiences symptoms or insulin shock. This measure is strongly recommended for all students with a medical condition.

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 the student requires assistance; and
4. if it is determined that the student requires assistance, do so and



HSTS Operating Procedure

Halton Student Transportation Services

Operating Procedure: HS-4-003 - Emergency Procedure – Type 1 Diabetes	Page: 3 of 4
	Effective Date: Sept 2013 Revised: Sept 2016

contact the dispatcher immediately to indicate the location of the incident and to request that the principal (or designate) be available to meet the student upon arrival at the school or the parent upon arrival at the bus stop or that emergency services be dispatched.

The dispatcher shall:

1. confirm with the bus driver the time, nature and location of the incident;
2. inform the school and HSTS; if needed, HSTS will assist in contacting the school;
3. if contact cannot be made with the school, contact HSTS and the parent;
4. if necessary, call 911; and
5. remain in contact with the driver.

HSTS shall:

1. remain in contact with the bus operator;
2. remain in contact with the school; and
3. if necessary and based on the severity of the incident, inform the respective Operations Committee member and the School Superintendent.

The school principal (or designate) shall:

1. notify the parent/guardian of the incident; and
2. follow the Board protocol for informing all parents of students on the vehicle, if required.

The Bus/Taxi Operator shall:

1. within 24 hours following the incident, submit an Incident Report to HSTS, describing the incident and any known outcome.