



HSTS Operating Procedure

Halton Student Transportation Services

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	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 assist students who are experiencing a medical incident (seizure). HSTS supports transportation service providers in implementing this measure.

Procedure

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 or guardian to ensure that the driver is aware of the actions that can be taken to assist when a student is experiencing a medical incident (seizure).

Responsibilities

The following procedure has been established for the notification of a student who may experience a medical incident (seizure) during the bus/taxi ride to/from school:

The student's parent/guardian shall:

1. complete and sign the Seizure Disorder Management Plan based on the school boards' Protocol and submit the form to the school; 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 Seizure Disorder Management Plan, 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.



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HSTS shall:

1. upon receipt of the completed Seizure Disorder Management 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(s) to ensure that they have an understanding of the protocol if an emergency situation arises;
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 Seizure Disorder Management Plan to assist if the student experiences symptoms. This measure is strongly recommended for students who may experience a medical incident (seizure).

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



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4. if it is determined that the student requires assistance, do so and contact the dispatcher immediately to indicate the location of the incident and if required, to request that dispatch call 911

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;
3. ensure that an Incident Report is submitted by the bus operator.

The school principal (or designate) shall:

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

The bus/taxi operator shall:

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