



Section Life-Threatening Management and Prevention Plan Procedures	Page 1 of 3
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<p>Statement</p>	<p>RRDTS recognizes that, a student with an Anaphylactic Action Plan, Epilepsy or Diabetes may ride a school bus from home to school and back. And on that trip the student may experience a life-threatening emergency that requires medical intervention.</p>
<p>Procedures</p>	<p>An Anaphylactic Action Plan Form F02, Epilepsy Emergency Treatment Form F04 or Diabetic Emergency Treatment Form F03 must be completed/updated annually by the parents/guardians and submitted to their school principal. The school principal shall forward a legible photocopy of these forms to RRDTS.</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>The School Bus Driver:</p> <ol style="list-style-type: none"> 1. Must have copies of the above listed forms for all identified students on their bus. 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. 3. Is permitted to administer the appropriate treatment based on the information provided by the parents/guardian. <p>RRDTS must:</p> <ol style="list-style-type: none"> 1. Annually provide the school bus operators with copies of all forms as received from the school principals. 2. Indicate the school and the bus route number for each student with a form.



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<p>Procedures...continued</p>	<p>School Bus Operators must:</p> <ol style="list-style-type: none"> 1. Provide their bus drivers, their liaison officer and other appropriate staff members with legible copies of all forms received from RRDTS. 2. Ensure that information about students with potentially life-threatening medical conditions is provided to all spare bus drivers.
<p>Responsibilities</p>	<p>Whenever an identified student appears to have problems during his/her travel on a school bus:</p> <p>The Bus Driver must:</p> <ol style="list-style-type: none"> 1. Stop the vehicle and ensure that it is completely immobilized. 2. Ensure that all passengers are safe. 3. Assess the situation and determine whether emergency medical assistance is required. 4. Contact the liaison officer immediately if emergency assistance is required 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. 6. Ensure that the emergency treatment form documents are available to the emergency services team upon their arrival. <p>The Liaison Officer must:</p> <ol style="list-style-type: none"> 1. Confirm with the bus driver the time and location of the incident. 2. Inform the 911 emergency services and the school of the students involved in the incident. 3. Remain in contact with the 911 emergency services staff and with the bus driver. 4. Inform RRDTS about the incident.



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Responsibilities... continued	<ol style="list-style-type: none">5. Ensure the bus operator submits a report to RRDTS within 24 hours following the incident.6. Dispatch another school bus to assist with completing the bus route if necessary. <p>The School Principal must:</p> <ol style="list-style-type: none">1. Notify the parent/guardian of the student involved in the incident, advising them where their child has been taken.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. <p>RRDTS must:</p> <ol style="list-style-type: none">1. Oversee the incident and provide guidance and support to the school and bus operator.2. Provide appropriate documentation to the school board of the student involved in the incident.
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