

<b>Title :</b> <b>Life Threatening Management and Prevention Plan</b>	<b>Procedure # : 041</b>	<b>Effective :</b> <b>Nov 5, 2010</b>
<b>Section :</b> <b>Emergency Procedures</b>	<b>Page : 1 of 4</b>	<b>Review :</b> <b>February 2017</b>

<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 and submitted to their school principal. The school principal shall forward an electronic or legible hard copy of these forms to STSBHN according to (006) Responsibility of Principal.</p> <p>If the student carries an epinephrine auto-injector, it is the responsibility of the parent/guardian to inform bus drivers about the location of the epinephrine auto-injector on the student's person. It is not the responsibility of the bus driver to carry or store epinephrine 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. must administer the epinephrine auto-injector in accordance with (021) EPIPEN Emergency Procedures if the individual asks/ gives permission or is in an unconscious state.</li> </ol> <p><b>STSBHN must:</b></p> <ol style="list-style-type: none"> <li>1. Annually provide the school bus operators with a copy of all Life-Threatening Management and Prevention Plan forms (TF002) as received from the school principals.</li> </ol>

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<b>Procedures...continued</b>	<p>2. Indicate to the bus operator which bus route each student with a (TF002) Life-Threatening Management and Prevention Plan form is riding.</p> <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 up-to-date copies of all Life-Threatening Management and Prevention Plan forms (TF002) received from STSBHN and have the documents easily available if called on for assistance.</li> <li>2. Ensure that information about students with potentially life-threatening medical conditions is provided to all spare bus drivers and have the documents easily available if called on for assistance.-</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 an auto-injector, 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> </ol>

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<b>Responsibilities... continued</b>	<ol style="list-style-type: none"> <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 services team upon their arrival.</li> </ol> <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 and remain in contact with the 911 emergency services.</li> <li>3. Inform and remain in contact with the school which the student attends.</li> <li>4. Inform STSBHN about the incident.</li> <li>5. Ensure an Accident - Incident report (TF010) is submitted 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>
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<b>Responsibilities... continued</b>	<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 and timely communication to the school board of the student involved in the incident.</li> </ol>
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