



**NIPISSING-PARRY SOUND
STUDENT TRANSPORTATION SERVICES**

Section		Revised
Transportation – Accessible Transportation Services		July 31, 2012
AC - 003 Emergency Provision of First Aid, CPR or EpiPen		
General Statement	<p>The Nipissing-Parry Sound Student Transportation Services (NPSSTS) recognizes that during the regular course of home to school transportation, it may be necessary to provide an immediate response to severe or life-threatening emergencies such as providing First Aid, including the administration of the medication epinephrine, using the EpiPen auto-injector, to students who have a life-threatening allergic reaction, or provide Cardio-Pulmonary Resuscitation (CPR).</p> <p>It is the role of the NPSSTS to support authorized transportation service providers in implementing these safety measures, noting that should a student transportation driver have the need to administer First Aid, EpiPen or provide CPR, they do so in accordance with the policy of the NPSSTS, and in accordance with the "in loco parentis" principle, not as a health care professional.</p>	
Statement of Responsibility	<p>In accordance with the Operators Transportation Agreement, driver training sessions will be coordinated by the providers yearly or as required. Each student transportation driver receives training to handle basic emergencies on the school bus or other school purpose vehicle (SPV), including First Aid, CPR and how to administer an EpiPen.</p> <p>The provision of First Aid or CPR is applied on an as-needed basis and applied equally to all transported students. Specific procedures have been established for the notification of a student who may require use of an EpiPen (or similar product).</p> <p>The parent/guardian must:</p> <ol style="list-style-type: none"> 1. Submit a duly completed and signed "Transportation Request for Students with Life Threatening Condition" (AC-001-3) to the school principal with a recent photo of the student attached. This request will remain in effect until a change in the student's medical condition makes it necessary to obtain a new medical statement. 2. Advise the school principal should the prescription change or expire. 3. Ensure that the medication is located on the student's person. 4. Advise the driver(s) of the EpiPen's location. The driver will not carry nor be responsible for the storage of any EpiPen. <p>The School Principal/Designate must:</p> <ol style="list-style-type: none"> 1. Ensure that the EpiPen field in the student database is 	



NIPISSING-PARRY SOUND STUDENT TRANSPORTATION SERVICES

	<p>properly and accurately completed.</p> <ol style="list-style-type: none"> 2. Cooperate fully with the NPSSTS in coordinating information for students with life threatening allergies. 3. Advise parents/guardians to submit a "Transportation Request for Students with Life Threatening Condition" (AC-001-3) prior to the start of the school year. 4. Provide a legible copy of the "Transportation Request for Students with Life Threatening Condition" (AC-001-3) to the NPSSTS for all students who require an EpiPen. <p>The NPSSTS must:</p> <ol style="list-style-type: none"> 1. Prepare a list of students who are identified in their student databases as having an EpiPen in June of each school year. 2. Submit the list to the appropriate school principals for cross-referencing and confirmation. 3. Provide a legible copy of the completed "Transportation Request for Students with Life Threatening Condition" (AC-001-3) to the transportation service provider. <p>The Transportation Service Providers must:</p> <ol style="list-style-type: none"> 1. Coordinate training sessions for the drivers annually or as required on Basic First Aid, CPR and EpiPens. 2. Provide a secure location in the office for the "Transportation Request for Students with Life Threatening Condition" (AC-001-3) form(s) to be posted visibly for drivers. 3. Ensure the front seat of each vehicle immediately to the right of the driver is reserved for students who carry an EpiPen. <p>The Student Transportation Drivers must:</p> <ol style="list-style-type: none"> 1. Participate in all training sessions as offered. 2. Ensure the front seat of each vehicle immediately to the right of the driver is reserved for students who carry an EpiPen. 3. Know the emergency procedures for provision of First Aid, CPR and the administration of the EpiPen.
<p>Operational Procedure</p>	<p>Whenever a student appears to experience discomfort, breathing difficulties, or other health-related difficulties, the following procedures must be followed.</p> <p>The Driver must:</p> <ol style="list-style-type: none"> 1. Stop the vehicle and ensure that it is secured. 2. Assess the situation and determine whether First Aid, emergency CPR or the administration of an EpiPen is required. 3. If deemed necessary, administer First Aid, CPR or an EpiPen, advise dispatch of incident, location and time, and request emergency services. 4. Ensure that all passengers are safe. 5. Watch over the student in distress until the arrival of the emergency services team.



NIPISSING-PARRY SOUND STUDENT TRANSPORTATION SERVICES

	<p>The Dispatcher must:</p> <ol style="list-style-type: none">1. Confirm with the driver the time and location of the incident.2. Inform the 911 emergency service staff and the NPSSTS of the incident.3. Remain in contact with 911 emergency service staff and the driver until the arrival of the emergency services team. <p>The NPSSTS must:</p> <ol style="list-style-type: none">1. Advise the school principal, the school board, and the parent/guardian of the incident.2. Remain in contact with the school principal until the parent/guardian or the school principal arrives at the hospital. <p>The School Principal must:</p> <ol style="list-style-type: none">1. Attend at the hospital until the parent/guardian arrives. <p>The Student Transportation Provider must:</p> <ol style="list-style-type: none">1. Submit a report to the General Manager of the NPSSTS within 24 hours following the incident, describing the incident involving the use of emergency First Aid, CPR or EpiPen.
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