



Section Emergency Provision – First Aid/Epi-pen/CPR	Page 1 of 2
	Date : October 24, 2013 Amended : February 2, 2017

<p>Statement</p>	<p>Windsor Essex Student Transportation Services (WESTS) acknowledges that emergency situations may arise during the course of home to school transportation that requires intervention on the part of the bus driver. There could be incidents where first aid, including the administration of an epi-pen or Cardio-Pulmonary Resuscitation is required to assist a student in a life-threatening situation.</p> <p>Any occasion by a bus driver to administer the above noted type of First Aid is done in accordance with the policy of WESTS and applying the “in loco parentis” principle, not as a health care professional.</p>
<p>Procedures</p>	<p>Each bus driver must receive training to handle basic emergencies on the bus, including basic first aid, CPR, and administration of Epi-Pen. The bus operator is responsible for providing the initial training and any subsequent refresher training that is required to ensure the bus driver is competent to deliver First Aid.</p> <p><u>Parent/Guardian Responsibility</u></p> <ul style="list-style-type: none"> • The parent/guardian must inform the school if the child requires an epi-pen. • The epi-pen should be with the student at all times that the student is on the bus. The student must have a red Epi-pen tag attached to their back pack to indicate that they are carrying the epi-pen. The epi-pen should be in a location that is readily accessible for the driver. • Consider having the child sit in the front seats of the bus so they are easily identifiable for the driver. <p><u>School Responsibility</u></p> <ul style="list-style-type: none"> • Input the epi-pen field in the student database. • Work with the bus driver to have students with epi-pens seated near the driver so they are readily accessible to the driver. • Ensure that students have the red epi-pen tag if they are carrying the epi-pen on the bus.



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	<p><u>WESTS Responsibility</u></p> <ul style="list-style-type: none">• Verify that the operators have properly trained their drivers in the use of epi-pens.• Verify that the information imports correctly and identification is made appropriately.• Ensure schools have a sufficient supply of red epi-pen tags for students each year. <p><u>Bus Operators</u></p> <ul style="list-style-type: none">• Notify drivers of the students on their bus that have an epi-pen.• Train drivers in emergency procedures for provision of First Aid, CPR and the administration of epi-pen.• Assign students with epi-pens to the front seats, closest to the driver, wherever possible.
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Approved by Board of Directors on April 20, 2017