



Section <b>Student Medical Emergency Procedure-Epi-Pen</b>	Page 1 of 3
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<p><b>Statement</b></p>	<p>Windsor Essex Student Transportation Services (WESTS) recognizes that a student with a Transportation/Health Plan and/or identified health condition may be receiving transportation. WESTS acknowledges that emergency situations may arise during the course of home to school transportation where a student may experience an emergency situation that requires immediate medical intervention.</p> <p>A bus driver may administer an epi-pen as per this policy and applying the "in loco parentis" not as a health care provider.</p>
<p><b>Responsibilities</b></p>	<p><b><u>Bus Operators</u></b></p> <ol style="list-style-type: none"> <li>1. Ensure that all bus drivers receive initial and annual training in administration of Epi-pen.</li> <li>2. Provide proof to WESTS that all drivers have successfully completed the training.</li> <li>3. Advise drivers if there are students on their bus that carry an epi-pen.</li> <li>4. Ensure students with epi-pens are sitting in the front seats near the driver.</li> </ol> <p><b><u>Parent/Guardian Responsibility</u></b></p> <ol style="list-style-type: none"> <li>5. The parent/guardian must inform the school if the student requires and carries an epi-pen.</li> <li>6. The epi-pen must 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 backpack to indicate they are carrying the epi-pen. The epi-pen should be in a location that is readily accessible for the driver and the red tag should be attached on the pocket where the epi-pen is located.</li> <li>7. Reinforce that the child sits in the front seats of the bus, so they are easily identifiable for the driver.</li> </ol> <p><b><u>School Responsibility</u></b></p> <ol style="list-style-type: none"> <li>8. Input the epi-pen information on the Workflow form</li> <li>9. Work with the bus driver to have students with epi-pens seated near the driver so they are</li> </ol>



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	<p>readily accessible to the driver.</p> <p>10.Ensure that students have the red epi-pen tag if they are carrying the epi-pen on the bus.</p> <p><b><u>WESTS Responsibility</u></b></p> <p>11.Verify that the operators have properly trained their drivers in the use of epi-pen.</p> <p>12.Verify that the epi-pen and Transportation/Health Plan information are received.</p> <p>13.Ensure schools have a sufficient supply of red epi-pen tags for students each year.</p>
<b>Administration of Emergency Measures</b>	<p>Whenever the driver becomes aware that a student is experiencing breathing difficulties or appears to be unresponsive the following steps will be taken:</p> <p><b>The Bus Driver will:</b></p> <ol style="list-style-type: none"> <li>1. Pull the vehicle over and stop in a safe location and ensure the bus is turned off.</li> <li>2. Assess the situation and determine if immediate intervention is required.</li> <li>3. Perform emergency administration of epi-pen.</li> <li>4. Contact dispatch to advise of their location, name of the student and request emergency services be dispatched.</li> <li>5. Stay with student until emergency services arrives.</li> <li>6. Relay information from emergency services regarding where the student is being taken to dispatch.</li> </ol> <p><b>The Bus Operator/Dispatch will:</b></p> <ol style="list-style-type: none"> <li>1. Confirm with the bus driver their exact location or identify it through their GPS system.</li> <li>2. Call 911 emergency services identifying the location of the bus.</li> <li>3. Contact the School Principal or designate identifying the name of the student involved in the emergency as well as any information received from emergency services regarding where the student will be taken.</li> <li>4. Contact WESTS emergency line.</li> <li>5. Remain in contact with the bus driver and determine if a replacement bus is required to finish the bus route.</li> </ol>



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	<ol style="list-style-type: none"><li>6. Send a replacement bus and driver if required.</li><li>7. Post delay on BusPlanner delays application.</li><li>8. File a report in CRS within 24 hours following the incident.</li></ol> <p><b>The School Principal or Designate will:</b></p> <ol style="list-style-type: none"><li>1. Notify the parent/guardian of the student involved in the incident and provide any information regarding where the student will be taken.</li><li>2. Follow their procedure regarding notification to parents of other students on the bus regarding the emergency situation.</li></ol> <p><b>WESTS will:</b></p> <ol style="list-style-type: none"><li>1. Contact the appropriate School Board to advise of the situation.</li><li>2. Provide guidance and support to the school and bus operator as requested.</li><li>3. Debrief with bus operator after the incident to identify any concerns or issues that arose during the incident.</li></ol>
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