



Policy Number	Topic	Pages	Date of Approval (Revisions)
5.4	Emergency Provision First Aid, Epinephrine (EPI PEN) or CPR	2	April 2010 September 2010 (December 2012)

**Policy Statement**

Southwestern Ontario Student Transportation Services (“STS”) recognizes that during the regular course of home to school transportation, it may be necessary to provide 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). It is the role of STS to support transportation service providers in implementing this measure, noting that should a bus driver have occasion to administer First Aid, EPIPEN or provide CPR, he/she does so in accordance with the policy of STS, and applying the “in loco parentis” principle, not as a health care professional.

**Procedure**

**Each bus driver receives training to handle basic emergencies on the bus, including basic first aid, CPR and how to administer and Epi-Pen if required. The bus company is responsible for providing this training and the bus driver is responsible for receiving it.**

**The provision of First Aid or CPR would be on an as-needed basis and apply equally to all students.**

**Specific procedures have been established for the notification of a student who may require use of an EPIPEN (or similar product):**

**Parent/Guardians Will:**

- Complete and submit an “Emergency Administration of EPIPEN Form” (Form 5.4A) to STS, completed by a physician and with a recent photo of the student attached.
- Ensure the medication is located on the student’s person.
- Ensure that students in JK – grade 8 who carry an Epi-Pen sit in the front seat immediately to the right of the bus driver each day. This practice is optional, but highly recommended, for secondary students.
- Consider the EPIPEN identification **RED TAG** program as offered by STS for the safety of their student.

**Principal/Designate Will:**

- Ensure that the Epi-Pen field in the student database is properly and accurately completed.
- Cooperate fully with STS in coordinating information for students with life-threatening allergies.
- Provide a list to STS of students who require an EPIPEN and provide it to STS for the

purpose of cross-checking STS records.

**STS Will:**

- In mid- August of each year, prepare a list of students who are identified in their student databases as having an EPIPEN.
- Send an "Emergency Administration of EPIPEN Form" (Form 5.4A) to the parent/guardian for completion. Receive submitted "Emergency Administration of EPIPEN Form" (Form 5.4A) forms from parents/guardians and ensure proper coding is present in the student record in the transportation planning database.
- Provide the "Emergency Administration of EPIPEN Form" (Form 5.4A) to the transportation service provider.
- Offer an Epi-Pen Identification Tag program for parents/guardians to participate in should they so choose.
- Create a list by school of students who require an EPIPEN and provide it to the schools for the purpose of cross-checking school records.

**Transportation Service Providers Will:**

- Coordinate training sessions for the bus drivers annually or as required on Basic First Aid, CPR and Epi-Pens.
- Provide a secure location in the office for the "Emergency Administration of EPIPEN Form" (Form 5.4A) to be posted visibly for bus drivers.
- Ensure the front seat of each vehicle immediately to the right of the bus driver is reserved for students who carry an Epi-Pen (or similar product)

**Bus Drivers Will:**

- Participate in all training sessions as offered.
- Ensure the front seat of each vehicle immediately to the right of the bus driver is reserved for students who carry an Epi-Pen (or similar product)
- Know the emergency procedures for provision of First Aid, CPR and the administration of the Epi-Pen.