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<b>Administration of an EpiPen</b>		1 of 3
<b>Transportation – Special Needs</b>		Date September 2001 Revised June 2009
<b>Policy</b>	<p>The Sudbury Student Services Consortium recognizes the possible need for immediate administration of the medication epinephrine, in the form of an EpiPen Auto-Injector, to students that are subject to severe allergic and life-threatening reactions during transportation to and from school and shall support such action by authorized transportation service providers.</p>	
<b>Operational Procedure</b>	<p>The Sudbury Student Services Consortium’s transportation providers will administer medication in the form of an EpiPen Auto-Injector under emergency life-threatening conditions subject to and in accordance with the following procedures.</p> <p>In using the EpiPen Auto-Injector, the school bus driver performing such service is acting in accordance with Sudbury Student Services Consortium policy and in accordance with the principle of "in loco parentis" and not as a health professional.</p> <ol style="list-style-type: none"> <li>1. A "Request for the Administration of an EpiPen" form, duly completed with the appropriate signatures, <u>must be</u> obtained for all students identified as having life-threatening allergic reactions and for which an EpiPen is to be or may have to be administered. This request will remain in effect until a change in the student’s medical condition makes it necessary to obtain a new medical statement. It is the responsibility of the parent or guardian to advise the Consortium should the prescription change or expire and to ensure that the medication is located where it is supposed to be, in accordance with item 4 below.</li> <li>2. The Executive Director will, for each student with identified life-threatening allergic reactions requiring the possible use of an EpiPen, identify annually such students by bus route numbers and schools to the appropriate bus providers and subsequently their drivers as well as the appropriate</li> </ol>	

Consortium transportation staff providing all necessary particulars regarding same, and copy the appropriate school principal.

3. Once a "Request for the Administration of an EpiPen" has been completed, the documentation for students with life-threatening allergic reactions requiring the possible administration of an EpiPen shall in addition to a legible photocopy of the "Request for the Administration of an EpiPen", include standard information cards containing a clear photograph of the student, student name, grade, school, bus route number and bus stop information, medical condition information, parent and family doctor telephone numbers, and location of an EpiPen on the person.

Copies should be available for school bus driver(s) and for the dispatcher. Additional copies will be retained by the school principal for use in the school.

4. In accordance with the Operators Transportation Agreement, driver training sessions will be coordinated by the providers yearly or as required. It is the responsibility of the parent or guardian to advise the driver(s) of the EpiPen's location. The school bus driver will not carry nor be responsible for the storage of any EpiPen.
5. All students, for which a request and consent to administer an EpiPen under emergency life-threatening conditions has been received, will be assigned priority seating in the first seat or closest seat opposite the bus driver on a daily basis. Such priority seating is recommended for students up to and including Grade 6.
6. When it appears an identified student passenger is experiencing difficulty:
  - a) **The school bus driver shall:**
    - i) secure the vehicle;
    - ii) approach the student in question;
    - iii) assess the situation and determine if administration of an EpiPen is necessary;
    - iv) if deemed necessary, administer the EpiPen and advise dispatch of incident, location and time, and request emergency services;
    - v) monitor student and await arrival of emergency response team;
    - vi) ensure the used EpiPen is secure and delivered to the

response team personnel;

**b) The dispatcher shall:**

- i) confirm with the school bus driver the location and time of incident;
- ii) advise 911 and the Sudbury Student Services Consortium of the incident;
- iii) remain in constant contact with 911 officials and the school bus driver.

**c) The Executive Director of the Sudbury Student Services Consortium shall:**

- i) advise school principal, the parent or guardian of the incident;
- ii) attend at the hospital until the parent, guardian or school official arrives.

7. An incident report involving the use of an EpiPen Auto-Injector must be submitted to the Executive Director within 48 hours of any incident involving an EpiPen.