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| Section | Administrative Procedure Number |
| Special Needs Procedures | RCJTC AP.02.03 |
| Administrative Procedure Title | |
| Diabetic Hypoglycemic Procedure | |
| Date | Revised |
| December 21, 2013 | |

RCJTC recognizes that, during the trip from home to school and back, it may be necessary to allow students with diabetes the opportunity to self administer the appropriate nourishment in order to avoid insulin shock, and RCJTC supports transportation providers in implementing this measure.

In accordance with the procedure described below, and subject to the approval of the General Manager of RCJTC or designate, drivers may assist the student.

1. The student's parent/guardian has completed and signed the Diabetes Hypoglycemia Emergency Action Plan.
2. The student carries on his/her person the appropriate nourishment.

When a driver assists, he/she does so in accordance with the policy of RCJTC, and applying the "in loco parentis" principle, not as a health professional.

This request will remain valid until the student's pathological condition requires a new statement. It is the responsibility of the child's parent/guardian to notify the General Manager of RCJTC or designate, about any changes and to ensure that appropriate nourishment can be found in its designated place. It is the responsibility of the parent/guardian to inform drivers about the location of the food/drink on the student's person. It is not the responsibility of the driver to carry or store these foods or drinks.

Each year, the General Manager of RCJTC or designate, shall provide the following information to the transportation operators, who in turn must provide this information to the drivers and the appropriate staff members:

- the name of the students who have been identified as having Type 1 Diabetes;
- their route number;
- the name of their school and any other pertinent information.

Once the Diabetes Hypoglycemia Emergency Action Plan has been completed, the documentation pertaining to each student having Type 1 Diabetes will include:

- legible photocopy of the form;
- a clear photograph of the student;
- his/her name and grade;
- the name of his/her school;
- his/her route number;

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- his/her medical condition;
- the phone number of the parent/guardian and the family doctor; and
- the location of the appropriate nourishment.

When An Episode Occurs

A seat in the first row located across the aisle from the driver's seat may be reserved for each student for whom RCJTC has received a request and a consent form to assist if the student experiences symptoms or insulin shock. This measure is strongly recommended for all students with Type 1 Diabetes.

Whenever a student with Type 1 Diabetes seems to have problems during his/her travel on a vehicle:

1. The driver must:
 - a) stop the vehicle and ensure that it is completely immobilized (stopped and secured);
 - b) ensure that all passengers are safe;
 - c) assess the situation and determine whether the student requires assistance;
 - d) if it proves necessary to assist the student, do so and contact the dispatcher immediately to indicate the location of the occurrence and to request the parents and principal be contacted to meet the student upon their arrival at the school (a.m.) or designated stop (p.m.).
2. The dispatcher must:
 - a) confirm with the driver the time and location of the occurrence;
 - b) inform the principal and/or parent and the RCJTC;
 - c) remain in contact with the driver.

Related RCJTC Policy

P.02 *Special Needs Policy*

Related RCJTC Administrative Procedures

Related RCJTC Forms

F.02.03 *Diabetes Hypoglycemia Emergency Action Plan*