

Section	Administrative Procedure Number
Special Needs Procedures	RCJTC AP.02.04
Administrative Procedure Title	
Anaphylactic Procedure	
Date	Revised
December 21, 2013	

In accordance with the procedure described below, drivers may administer the medication according to the following protocol.

The student’s parent/guardian must have completed and signed a treatment plan, with optional signature of a doctor. The student must carry the medication on his/her person.

When a driver uses the EPIPEN® auto-injector, he/she does so in accordance with the policy of the RCJTC, and applying the “in loco parentis” principle, not as a health professional.

1. All students identified as having life-threatening allergic reactions and who may need to have epinephrine administered with the EPIPEN® auto-injector, must complete an Anaphylaxis Emergency Treatment Plan. This request will remain valid until the student’s pathological condition requires a new statement from the doctor. It is the responsibility of the student’s parent/guardian to notify the school about any changes or about the expiry date of the doctor’s prescription, and to ensure that the medication can be found in its designated place, in accordance with item 1(d) below.

Each year, the principal notifies RCJTC who then provides 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 allergic reactions;
- their route number;
- the name of their school; and
- any other pertinent information.

Once the Anaphylaxis Emergency Treatment Plan has been completed, the documentation pertaining to each pupil having life-threatening allergic reactions will comprise a legible photocopy of the form, along with the standard information cards, which must include:

- a clear photograph of the student;
- his/her name and grade;
- the name of his/her school;
- his/her route number;
- information about his/her designated stop;
- his/her medical disorder;
- the phone number of the parent/guardian and the family doctor;
- as well as the location of the EPIPEN® on the student’s person.

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Transportation operators will coordinate training sessions for drivers at the beginning of each school year, or as required. It is the responsibility of the parent/guardian to inform drivers about the location of the EPIPEN® on the student's person. It is not the responsibility of the driver to carry or store EPIPEN® auto-injectors.

Each day, a seat in the first row located across the aisle from the bus driver's seat must be reserved for each student for whom the RCJTC has received a request and a consent form to administer epinephrine using the EPIPEN® in life-threatening emergency situations. This measure is compulsory for all identified students in Grade 6 or lower, and is strongly recommended for these students in Grade 7 or higher.

Whenever an identified student 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;
 - b) ensure that all passengers are safe;
 - c) assess the situation and determine whether to administer epinephrine to this student, using the EPIPEN®;
 - d) if it proves necessary to administer epinephrine with the EPIPEN®, do so and contact the dispatcher immediately to indicate the location of the occurrence and to request that emergency services be dispatched;
 - e) watch over the pupil until the arrival of the emergency services team; and
 - f) ensure that the EPIPEN® that was used is closed properly, and give it to the emergency services team.

2. The dispatcher must:
 - g) confirm with the driver the time and location of the occurrence;
 - h) inform the 911 emergency service and the RCJTC;
 - i) remain in contact with the 911 emergency service staff and with the driver; and
 - j) inform the parents/guardians of the other students that the vehicle will be delayed.

3. The General Manager of the RCJTC, or a designated person, must:
 - k) inform the parent/guardian and the school about the occurrence;
 - l) remain in contact with the school; and
 - m) prepare a letter for parents/guardians to inform them about the occurrence that took place on the vehicle, for the students to take home with them after school.

Within 24 hours following the occurrence, the transportation operator must submit a Disruption Report Form to the General Manager of the RCJTC, describing the incident involving the use of the EPIPEN® auto-injector.

The school principal must notify the parents/guardians that they need to provide a new EPIPEN® when their student returns to school.

Related RCJTC Policy

P.02 *Special Needs Policy*

Related RCJTC Administrative Procedures

Related RCJTC Forms

F.02.04 *Anaphylaxis Emergency Treatment Plan*