

Section Security	Number of pages 2
Title Emergency Measures - Auto-injector	Effective Date February 1, 2012

Statement	<p>CTSE recognizes that, during the trip between the school and the residence, it may be necessary to immediately administer the epinephrine drug using a self-injector to students with deadly allergic reactions and supports that such measures be taken by the employees of the school transportation companies.</p>
Terms	<p>In accordance with the procedure set out below and subject to the approval of CTSE, bus and van drivers may administer the medicine in accordance with the following protocol:</p> <ul style="list-style-type: none"> • the parent or guardian must have completed and signed the form <i>Auto-injector Administration Request (RAA110_05)</i>; • the student must have the required medicine in his possession. <p>When a bus driver uses the auto-injector, he or she does so in accordance with CTSE rules and acts "in the place of the parent" and not as a professional or health professional.</p> <p>All students identified as having deadly allergic reactions and may require the administration of epinephrine using a self-injector must submit the form <i>Auto-injector Administration Request (RAA110_05)</i> duly completed and signed by the appropriate staff. This application remains in force until the medical condition of the child requires a new statement to be obtained from the doctor. It is the responsibility of the parent or legal guardian of the child to notify the school principal and CTSE of any change or expiration of the order and to ensure that the drug is at the designated place in accordance with point 1 (d) below.</p> <p>Each year, CTSE must provide the following information to school transportation companies who, in turn, must provide them to drivers: the names of the students identified as having allergic reactions, their route number, the name of their school and any other relevant information.</p> <p>Once the form <i>Auto-injector Administration Request (RAA110_05)</i> has been completed, any student with deadly allergic reactions must carry a legible copy of the form on their person, the standard information sheets including a clear photo of the student, his name and grade, the school name, his bus run number and information about his stop, his medical condition, the parents or guardian telephone number or the family doctor, as well as the location of the auto-injector on their person.</p> <p>At the beginning of each school year or as required, school transportation companies coordinate training sessions for drivers. It is the responsibility of the parent or legal guardian of the child to inform the school of where the self-injector</p>

	is located on the child. In turn, the school management informs CTSE, which informs the bus drivers. Drivers are not required to carry or store auto-injectors.
Procedures	<p>Each day, a place in the first bench on the opposite side of the driver must be reserved for each student for whom CTSE will have received an application and a consent form for the administration of epinephrine using an auto-injector, in emergency situations putting his life at risk. This measure is mandatory for students of grades 6 or less that have been identified and is highly recommended for students of grades 7 and up.</p> <p>When an identified student appears to be experiencing difficulties during the run:</p> <ol style="list-style-type: none"> 1. The driver must: <ol style="list-style-type: none"> a) stop the vehicle and make sure it is parked; b) make sure all passengers are safe; c) assess the situation and determine whether to administer epinephrine to the pupil using the auto-injector; d) if necessary, administer epinephrine using the auto-injector, immediately contact the dispatcher to indicate where the incident occurred and request that emergency services be sent; e) monitor the student until emergency services arrive; f) ensure that the auto-injector used is properly closed and hand it over to the emergency services team. 2. The dispatcher must: <ol style="list-style-type: none"> a) confirm the location and time of the incident with the driver; b) inform emergency Service 911 and CTSE; c) stay in touch with the 911 and the driver; d) notify parents of other students of the delay. 3. CTSE must : <ol style="list-style-type: none"> a) inform the school administration and the parents or guardian of the student involved in the incident; b) stay in touch with the school administration; c) prepare a letter for parents and tutors advising them of the incident on board the bus and distributing it to students for parents. 4. The operator shall provide CTSE with an incident report involving the use of a self-injector within 24 hours of the incident. 5. The school administration must remind parents or guardian that they must provide a new auto-injector when the child is returning to school.

Review Dates :
January 30, 2012