



PROCEDURE M-1

SUBJECT: MEDICALLY-AT-RISK STUDENTS ON BUSES

Legal Reference: Education Act: Section 265 (1) (j) Duties of Principal: Care of Pupils Ontario Regulation 298 Section 20 (g) Duties of Teachers: Ensure Reasonable Safety Procedures; Ontarians with Disabilities Act 2001 (ODA); Bill 03 Standards for Anaphylactic Students; Ministry of Education Policy/Program Memorandum No. 81 Provision of Health Support Services in School Settings; HPSTS Procedure I-2

- The Partner Boards shall ensure that there is a mechanism in place to identify students with medical needs. Each School, in conjunction with Parents or Guardians, health care professionals, and the local School Bus Company will develop a plan for managing the medical needs of all identified students.
- When a student is identified as having a serious medical health problem, the School Principal or designate shall:
 - a) Maintain up-to-date emergency contacts and telephone numbers;
 - b) Ensure that all School Staff are informed of the medically-at-risk child and his/her treatment;
 - c) Provide an Individual Medical Management Plan Poster to the School Bus Company and Huron Perth Student Transportation Services (HPSTS) each year and update the poster throughout the year as necessary;
 - The Poster will contain the condition, symptoms, emergency procedures, location of medication (e.g. EpiPen) as per Board Policies and Procedures.

Roles: All of the stakeholders must be involved in the plan

- School shall:
 - a) Arrange Parent or Guardian / Teacher / School Bus Company meeting (can be conference call)
 - b) Ensure student rides the designated bus
 - c) Develop a Transportation Support Plan with a Transportation Individual Medical Management Plan Poster and Cards attached for use on the bus
 - d) Ensure two other riders are aware of how to support the student if needed, until the School Bus Driver can stop the bus and assist as needed

- School Bus Company Responsibility:
 - a) Will provide bus related expertise as required and will advise and support the School Bus Driver/Monitor/EA as required
 - b) Follow the steps outlined in the Transportation Support Plan
 - c) Maintain pertinent student information file in the dispatch office
 - d) Maintain data sheet(s) in the vehicle
 - e) Train School Bus Drivers in use of EPIPEN and First Aid Procedures
 - f) Maintain a form of two-way communication with vehicles in question on regular routes

- The School Bus Driver/Monitor/EA – will operate within the plan parameters

- The Parent or Guardian – will be advised of and must approve the plan

- The Student – will do their best to keep themselves and others on the bus safe by adhering to current bus rules and expectations

- HPSTS – will provide guidance, oversight, and training as required

Distribution List: Original to OSR. Copy to System Principal of Learning Services/Special Education Co-ordinator, HPSTS, Parent or Guardian, School Bus Driver, and School Bus Company

Original Approval: March 2014

Last Review: June 2018

Next Scheduled Review: June 2021 or as required