



**Policy Code – Version: T6 – V2**

**Policy Name: Life-Threatening Medical Conditions**

**Approved** by motion of Board on 25/01/2016

**Cross Reference**

T7 – Public Transit Service

**Related Forms**

Life- Threatening Medical Condition – Emergency Transportation Form

**Policy Statement**

1. The Ottawa Student Transportation Authority recognizes that the safety of all students during transportation is our highest priority and believes that contracted transportation service providers and school administration staff share in that responsibility.
2. The Ottawa Student Transportation Authority shall comply with Ontario Legislation Bill 3, 2005 (*An Act to Protect Anaphylactic Pupils*, also known as Sabrina’s Law 2005).
3. The Ottawa Student Transportation Authority shall comply with Ontario Legislation Bill 20, 2015 (*An Act to Protect Pupils with Asthma*, also known as Ryan’s Law 2015).
4. Information regarding identified students with life-threatening medical conditions and/or life-threatening allergies shall be shared with contracted transportation service providers annually in accordance with procedures established by the Ottawa Student Transportation Authority.
5. The Ottawa Student Transportation Authority shall support member school board policies relating to students with life-threatening medical conditions and/or allergies, including the administration of prescribed medication to students with life-threatening medical conditions requiring the use of an epinephrine auto-injector, or a metered-dose inhaler (MDI), where those policies do not contravene established OSTA policy.
6. The Ottawa Student Transportation Authority shall recognize that in the event of an emergency administration of medication, when provided in good faith in response to an anaphylactic episode in accordance with Sabrina’s Law 2005 or in

response to an asthmatic episode in accordance with Ryan's Law 2015, no action for damages shall be instituted unless the damages are the result of gross negligence.

7. This policy shall not apply to students assigned to public transit service in accordance with the OSTA's established "Use of Public Transit" policy.

### Procedure

1. The Ottawa Student Transportation Authority will ensure that all transportation service agreements include the requirement for contracted transportation service providers to ensure that vehicle drivers receive training in the recognition of signs of a medical emergency, and in the administration of medication in the form of single-dose epinephrine auto-injections or administration of a metered-dose inhaler (MDI) to students identified as having life-threatening allergies or conditions prior to being assigned to Ottawa Student Transportation Authority contracted services.
2. Students receiving transportation service on vehicles contracted by the Ottawa Student Transportation Authority who have been identified to school administration staff as having life-threatening medical conditions or life-threatening allergies that may necessitate the emergency administration of epinephrine auto-injector medication or metered-dose asthma medication will be identified to the Ottawa Student Transportation Authority annually through the provision of "Life-Threatening Medical Condition – Emergency Transportation" forms submitted to the Ottawa Student Transportation Authority by school Principals.
3. School Principals are responsible for forwarding three copies of the "Life-Threatening Medical Condition – Emergency Transportation" form for each student identified as having such conditions to the Ottawa Student Transportation Authority in September each school year, as stipulated by member school board policies. New forms are required throughout the school year for new registrations, or when changes occur to student information or transportation route assignments.
4. Each "Life-Threatening Medical Condition – Emergency Transportation" form submitted to the Ottawa Student Transportation Authority by school Principals must:
  - a) include a clear and recent photograph that enables the easy identification of the student to which the form applies;
  - b) clearly identify the student's life-threatening medical condition;
  - c) clearly indicate the location of the single-dose epinephrine auto-injector or metered-dose inhaler (MDI) on the student, if applicable;

- d) clearly indicate the bus route or small vehicle route to which the student is assigned; and
  - e) be signed by the school principal.
5. The General Manager will ensure the distribution of "*Life-Threatening Medical Condition – Emergency Transportation*" forms to contracted service providers in accordance with timelines established by member school boards. Forms should not be distributed directly to service providers by parents/guardians or school staff.
  6. Only single-dose epinephrine auto-injectors or metered-dose inhalers will be administered by contracted transportation service providers. Service providers are not responsible for the administration of any other form of medication to students.

In using an epinephrine auto-injector pen or metered-dose inhalers, the transportation service provider performing such service to the best of her/his ability is acting in accordance with OSTA and member school board policy and in accordance with the principle of "in loco parentis" and not as a health professional.

7. The General Manager will maintain a central registry of transported students identified with life-threatening medical conditions and/or life-threatening allergies.