Bus Drivers and Transportation Checklist

2013 - 2014

Best Practices

☐ Scheduled participation in team planning meetings for food-allergic student(s), including epinephrine training, 504 meetings, etc.
   Notes: ____________________________________________
   _____________________________________________

☐ Allergy & Anaphylaxis Emergency Care Action Plan provided to bus drivers for each student with a life-threatening allergy.
   Notes: ____________________________________________
   _____________________________________________

☐ Location of epinephrine auto-injectors and emergency medication for each student
   Notes: ____________________________________________
   _____________________________________________

☐ List of food(s) each student cannot eat
   Notes: ____________________________________________
   _____________________________________________

☐ List of students’ bus numbers
   Notes: ____________________________________________
   _____________________________________________

☐ Plan for communicating with parents
   Notes: ____________________________________________
   _____________________________________________
☐ A clear understanding of federal and state laws that protect the privacy or confidentiality of student information and other legal rights of students with food allergies

Notes: __________________________________________________
                                 ________________________________

☐ Policy for informing and training new substitutes or bus drivers of students with life-threatening allergies

Notes: __________________________________________________
                                 ________________________________

☐ Enforce a “No Food or Beverages” policy on the bus.

Notes: __________________________________________________
                                 ________________________________

☐ Follow district cleaning practices, being sure to consider:

☐ Bus surfaces  ☐ Seats  ☐ Handrails

Notes: __________________________________________________
                                 ________________________________

☐ Student placement on the bus (while limiting social isolation)

Notes: __________________________________________________
                                 ________________________________
☐ Policies that prohibit discrimination and bullying against all students, including those with food allergies.

Notes: __________________________________________

__________________________________________

☐ Emergency communication devices for each transport (cell phone, two-way radio, intercom, etc.)

☐ Communication device test prior to each transport

Notes: __________________________________________

__________________________________________

☐ Bullying and complaint report procedure in place for students with life-threatening food allergies.

☐ Transportation Director
☐ School Personnel

Notes: __________________________________________

__________________________________________

☐ Policy in place for review after an emergency that includes the school administrators, school nurse, transportation staff, bus drivers, parents, EMS responders, staff members involved, the student, etc.

Notes: __________________________________________

__________________________________________
Prepare To Act

☐ Ensure all bus drivers and substitutes receive annual food allergy and anaphylaxis training.

Notes: __________________________________________________________

                                      ____________________________________________

☐ Learn the signs and symptoms of an allergic reaction

Notes: __________________________________________________________

                                      ____________________________________________

☐ Learn how to use all epinephrine auto-injector devices.

Notes: __________________________________________________________

                                      ____________________________________________

☐ Participate in emergency drills.

Notes: __________________________________________________________

                                      ____________________________________________

☐ Learn protocols and procedures for activating EMS.

Notes: __________________________________________________________

                                      ____________________________________________

☐ If an allergic reaction takes place, know what the action plan is:

☐ Who is going to give epinephrine?

Notes: __________________________________________________________

                                      ____________________________________________
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☐ Who is going to call 9-1-1 and by what method?

Notes: ________________________________________________
______________________________________________

☐ Does your route’s first responder carry epinephrine?

Notes: ________________________________________________
______________________________________________

☐ Who is going to ride with the student to the hospital?

Notes: ________________________________________________
______________________________________________

☐ Who is going to contact the parents? Where can these emergency numbers be located?

Notes: ________________________________________________
______________________________________________

☐ Who is going to comfort and explain the situation to students on the bus and their parents?

Notes: ________________________________________________
______________________________________________

☐ Investigate and Review

☐ Attend the review meetings with parents, staff, and students.
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☐ Review updates to the student’s Emergency Care Plan and notify staff, aides, and substitute teachers.

☐ Confirm replacement of all emergency medications for the student.

Notes: ______________________________________

__________________________________________

Reviewed by The Food Allergy & Anaphylaxis Connection Teams’ Medical Advisory Board, December 2013