Best Practices:

- Require participation of bus driver/transportation staff in team planning meetings for food-allergic student(s), including epinephrine training, 504 meetings, etc.
  Notes: __________________________________________________________
  __________________________________________________________

- Provide Allergy & Anaphylaxis Emergency Plans to bus drivers/transportation staff for each student with a life-threatening allergy. Review the plan each bus route.
  Notes: __________________________________________________________
  __________________________________________________________

- Require bus driver/transportation staff knowledge of location of epinephrine auto-injectors and emergency medication for each student.
  Notes: __________________________________________________________
  __________________________________________________________

- Provide bus drivers/transportation staff with a list of students with food allergies, their allergens, and foods they cannot eat.
  Notes: __________________________________________________________
  __________________________________________________________

- Maintain a master list of student’s names and bus numbers.
  Notes: __________________________________________________________
  __________________________________________________________

- All students who have a life-threating food allergy, riding the bus, should be identified by the school nurse and/or administrator.
  Notes: __________________________________________________________
  __________________________________________________________

- Create and maintain a plan for substitute bus drivers to be notified of a student with food allergies on their route.
  Notes: __________________________________________________________
  __________________________________________________________
Bus Drivers & Transportation Personnel Checklist (cont.)

☐ Create and maintain a plan for communicating with student’s emergency contact.

Notes: ________________________________________________________________

☐ Create and maintain a school system policy for students with food allergies.

Notes: ________________________________________________________________

☐ Ensure that bus drivers/transportation staff have a clear understanding of federal and state laws that protect the privacy and confidentiality of student information and other legal rights of students with food allergies.

Notes: ________________________________________________________________

☐ Create and maintain a policy for informing and training new substitute transportation staff or bus drivers of students with life-threatening food allergies.

Notes: ________________________________________________________________

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

Notes: ________________________________________________________________

☐ Do not provide food or candy to students.

Notes: ________________________________________________________________

☐ Follow the district’s cleaning practices, being sure to consider bus surfaces, seats, handrails.

Notes: ________________________________________________________________

☐ Consider and prioritize student placement on the bus (while limiting social isolation.)

Notes: ________________________________________________________________
Steps to take include:

- Ensure all bus drivers, bus attendants, and substitutes receive [annual food allergy and anaphylaxis training](#).
  
  Notes: 

- Learn how to recognize the [signs and symptoms](#) of an allergic reaction and [anaphylaxis](#).
  
  Notes: 

- Learn [how to use](#) all epinephrine auto-injector devices.
  
  Notes: 

- Participate in semi-annual emergency drills.
  
  Notes: 

- Act quickly; note student could be exposed prior to bus trip.
  
  Notes: 

- Learn protocols and procedures for activating EMS.
  
  Notes: 

- If an allergic reaction takes place, know the plan of action.
  
  a. Who is going to give epinephrine?
  
  ------

  b. Who is going to call 911 and by what method?
  
  ------

  c. Who is going to contact the parents? Where can these emergency numbers be located?
  
  ------

  d. Who is going to ride with the student to the hospital?
  
  ------

  e. Who is going to comfort and explain the situation to students on the bus and their parents?
  
  ------

#KnowtheFAACTs

FoodAllergyAwareness.org
Provide emergency communication device for each transport (cell phone, two-way radio, intercom, etc.), and require testing of the communication device prior to each transport.

Notes: 

Does your route’s first responder carry epinephrine?

Notes: 

Create and enforce policies that prohibit discrimination and bullying against all students, including those with food allergies.

Notes: 

Create and maintain a bullying report procedure for students with life-threatening food allergies that allows the student to report bullying to school personnel and/or the Transportation Director.

Notes: 

Create and maintain a policy 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: 

Attend the review meetings with parents, staff, and students.

Notes: 

Review updates to the student’s Allergy & Anaphylaxis Emergency Plan and notify staff, aids, and substitute teachers.

Notes: 

Confirm replacement of all emergency medications for the student(s).

Notes: 

Investigate and Review Checklist