

UNITED SCHOOL DISTRICT

ADMINISTRATIVE
REGULATION

810-AR-3. BUS/VAN ACCIDENT EMERGENCY MEDICAL TREATMENT PROCEDURES

When a bus/van accident occurs, the following procedures will be followed:

Accident

The bus/van driver determines the extent of the accident and if medical treatment is needed. When in doubt, take the safest option and call for medical assistance.

Pre-Treatment Activities

1. Call for help – Dial 911.
 - a. The bus/van driver should stay with the bus/van and send the most responsible and capable person to the nearest telephone. (Instruct that person to dial 911 and give at least his/her name and the location of the accident.)
 - b. Call the bus garage for help. The bus company notifies the district.
2. Give the following information:
 - a. Name.
 - b. Location of the accident. Be specific, i.e., _____.
 - c. Nature of the accident, i.e., collision between the school bus and a car.
 - d. Approximate numbers involved, i.e., 50 students and 3 passengers in auto.
 - e. Extent of the accident, i.e., some injuries apparent.
 - f. Call-back number, if available.

Treatment Activities

1. Emergency Medical Services (EMS) response.
 - a. Triage process by EMS team – The EMS team will categorize accident victims
 - b. The EMS team will treat injuries by following the medical directions and/or medial commands from a physician.

- c. Persons with obvious injuries requiring further medical attention will be transported to medical facilities as determined by the EMS team.

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- d. Apparently not injured – Leave the decision up to the EMS team whether to transport to medical facilities or whether to transport to a safe site, i.e., school, home, fire hall, etc.
2. School district and bus company responses – When an accident occurs on the way to school in the morning.
 - a. Dispatch a back-up vehicle to the accident to pick up apparently not injured students and personnel and transport to the school or other designated safe site as determined by the EMS team.
 - b. Contact the school nurse to be ready to accept returning, apparently not injured.
 - c. Bus contractor and district and/or building administrator report to the accident scene, if needed. Identify oneself to the person in charge and assist, as needed, based on scope of training.
 - d. If any student is transported to a medical facility from the accident scene, a bus company representative and/or district official should notify the student's parent/guardian immediately.
 3. School district bus company responses – When an accident occurs on the way home from school in the afternoon.
 - a. Dispatch a back-up vehicle to the accident to pick up apparently not injured students and personnel, and transport to the school or other designated safe site as determined by the EMS team.
 - b. Bus contractor and district and/or building administrator report to the accident scene, if needed. Identify oneself to the person in charge and assist, as needed, based on scope of training.
 - c. If any student is transported to a medical facility from the accident scene, a bus company representative and/or district official should notify the student's parent/guardian immediately.

Post Treatment Activities

1. The injured are taken to the medical facilities as determined by the triage process conducted by the EMS team.
2. When the accident occurs on the way to school in the morning and the apparently not injured are transported to the school site.
 - a. Students are taken to a central location, i.e., auditorium, library, cafeteria.
 - b. Nurse monitors apparently not injured students, checking for latent reactions.
 - c. The nurse checks the student's medical records to determine if any conditions exist that may be a factor in treatment or necessitate treatment.

- d. The nurse, with the assistance of aides and other building staff, will telephone/contact the parents/guardians utilizing emergency cards. Inform parents/guardians of the accident and condition of their child.
 - e. If the parent/guardian requests or the student's condition changes to indicate a medical concern, 810-AR-3. BUS/VAN ACCIDENT EMERGENCY MEDICAL TREATMENT PROCEDURES
transport the student to a medical facility. Use an ambulance to transport if conditions indicate that this is the safest and best possible procedure to follow.
 - f. If any student is transported to a medical facility from the school's site, notify the student's parent/guardian immediately.
 - g. Any questions regarding specifics related to the accident should be directed to the superintendent, transportation coordinator or building principal.
3. When the accident occurs on the way home from school in the afternoon, and the apparently not injured are transported to a local safe site, i.e., church, community center, library, etc.
- a. The district person responding or a bus company representative requests that a member of the EMS team or that a back-up EMS unit be dispatched to monitor the apparently not injured students at the local safe site.
 - b. Parents/Guardians are to be telephoned/contacted by the district person responding or by a bus company representative. Inform the parents/ guardians of the accident and the location and condition of their child.
 - c. If the parent/guardian requests or the student's condition changes to indicate a medical concern, transport the student to a medical facility. Use an ambulance to transport if conditions indicate that this is the safest and best possible procedure to follow.
 - d. If any student is transported to a medical facility from the school's site, notify the student's parent/guardian immediately.
 - e. Any questions regarding specifics related to the accident should be directed to the superintendent, transportation coordinator or building principal.

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