

- 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 an auto.
- e. Extent of the accident, i.e., some injuries apparent.
- f. Call back number, if available.

3. Bus driver may assist within scope of training only. If not trained, use good judgment. It is the bus driver's personal decision as to the extent of help to be given until emergency personnel arrive.

Treatment Activities:

- 1. Emergency Medical Service (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 medical 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.
 - d. "Apparently no 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 response when an accident occurs on the way to school in the morning:
 - a. Call the bus company. 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 Superintendent or the district person in charge.
 - c. Principal or the designated administrator reports to the accident scene, if needed. Identify oneself to the person in charge and assist as needed based on scope of training.

- d. Contact the school nurse to be ready to accept returning “apparently no injured.” The school nurse contacts the building principal informing him/her of the situation and notifies the child’s parent/guardian.
- e. If any student is transported to a medical facility from the accident scene, a bus company representative, and/or school district official should notify the child’s parent/guardian immediately.

3. School district response when an accident occurs on the way home from school in the afternoon:

- a. Driver calls the bus company. Dispatch a back-up vehicle to the accident to pick up “apparently no injured” students and personnel, and transport home or to another designated safe site as determined by the EMS team.
- b. Bus company contacts the Superintendent or the district person in charge.
- c. Bus company contacts the school building principal to inform him/her of the situation.
- d. An administrator reports to the accident scene, if needed. Identify oneself to the person in charge and assist as needed based on scope of training.
- e. If any student is transported to a medical facility from the accident scene, a bus company representative and/or school district official should notify the child’s parent/guardian immediately. All families with children or personnel involved, should be notified by the school and/or the bus contractor.

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 no injured” are transported to the school site.
 - a. Students are taken to a central location, i.e., auditorium, library, cafeteria.
 - b. Nurse monitors “apparently no injured” students, checking for latent reactions.

- c. The nurse checks the children’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 requests or the child’s condition changes to indicate a medical concern, transport the child 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 site, please notify the child’s parent/guardian immediately.
 - g. Any questions regarding specifics related to the accident should be directed to the administrator in charge and to the Superintendent.
3. When the accident occurs on the way home from school in the afternoon and “apparently not injured” are transported back to the nearest school or to a safe location:
- a. The school district person responding or a bus company representative requests that a member of the EMS team or that a backup EMS unit be dispatched to monitor the “apparently not injured” students at the local safe site when the school nurse is not available.
 - b. Parents are to be telephoned/contacted by the school district person responding or by a bus company representative. Inform the parents/guardians of the accident and the condition of their child.
 - c. If a parent requests or the child’s condition changes to indicate a medical concern, Transport the child to a medical facility. Use an ambulance to transport if the condition indicates that this is the safest and best possible procedure to follow.
 - d. If the student is transported to the medical facility from the site, please notify the child’s parent/guardian immediately.
 - e. Any questions regarding specifics related to the accident should be directed to the Superintendent.

- f. The Superintendent or designated backup person may prepare a written response to be sent home in a timely fashion, explaining the accident.

Other Administrative Actions to be Considered

1. The Superintendent should contact the school solicitor for advice on the proper handling of accident matters and related legal procedures as needed.
2. All insurance carriers should be properly notified of the accident as needed.
3. School personnel assigned to the accident will report and discuss observations only with proper school administrators, specifically the Superintendent.
4. All contact with the news media and the public should be addressed by the Superintendent or his/her designee.
5. Parents may use the Removal from a Bus Accident form to provide advanced notification or to remove their child (children) if present at the scene of the accident. Any child must be deemed “apparently no injured” by EMS personnel and administrators on the scene or a child will not be released to a parent/family member.

School Code 1331, 1361, 1362, 1374, 2541, 2542

PA Code Title 22 Sec. 23.1, 23.2, 23.3, 23.4

