



McLean County Area EMS System

1609 Northbrook Dr. Ste. 8
Normal, IL 61761

Phone: (309) 827-4348
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Title of Policy: <i>Region II School Bus Policy</i>	Policy Number: D-104
Effective Date: 01/2007	Review Date: 06/15/2015
Policy Area: Disaster/MCI	Approvals: Region II

Background to Policy:

Incidents involving school buses pose unique challenges to the EMS provider in assuring proper release of uninjured children. Once Medical Control confirms that the minor children are not injured, the custody and responsibility for these children will remain with the responding EMS provider until the children are transferred to parents, legal guardians, school officials or the hospital. If no procedure exists to have children transferred to a parent, legal guardian or school official, then these children will need to be transported to the Hospital.

Policy Statement:

On arrival at the scene, EMS personnel shall determine the category of the incident and request appropriate resources. EMS must also accomplish a complete assessment of the scene to include at least:

- mechanism of injury
- number of patients
- damage to the vehicle
- triage as outlined in the System Plan

Policy:

Once this has been accomplished, then the patients may be assigned to one of the following categories:

CATEGORY A: Significant mechanism of injury (i.e. rollover, high speed impact, intrusion into the bus etc.) – school bus occupancy indicates that at least one child may reasonably be expected to have significant injuries or significant injury is present in one or more children. *All children in this category must be transferred to an appropriate hospital unless a refusal form is signed by a parent or legal guardian.*

CATEGORY B: Suspicious mechanism of injury (i.e. speed of impact, some intrusion into the bus, etc.) – school bus occupancy indicates that at least one child may reasonably be expected to have minor injuries or minor injury in one or more children exists with no obvious mechanism of injury that could reasonably be expected to cause significant injuries. *EMS personnel must complete the EMS School Bus Release form and secure a signature of an appropriate school official.*



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CATEGORY C: No obvious mechanism of injury-school bus occupancy indicates no injuries may be present and that the release of uninjured children may be the only EMS need. No injuries are found to be present in any of the children. *EMS personnel must complete the EMS School Bus Release form and secure a signature of an appropriate school official.*

CATEGORY D: If the pediatric patient(s) have special healthcare needs and/or communication difficulties, then all of these patients must be transported to the hospital for evaluation unless approval for release is received from Medical Control or a parent/legal guardian has signed the approved refusal form.

1. After determining the category of the incident, EMS personnel shall determine the extent of EMS involvement and contact Medical Control.
2. Adults, victims 18 years and older, and occupants of other vehicles will be treated or released in accordance with routine System operating procedures.
3. If Medical Control has approved usage of this policy/plan, then each provider will implement their procedure for contacting parents, legal guardians or appropriate school officials to receive custody of uninjured children.
4. The approved regional/System School Bus Release form for school bus incidents must be utilized for all children who will not be transported.
5. Each child transported must have a completed individual run report left at the ED on completion of the call.
6. A run report indicating the nature of the incident, etc. should be completed according to System policy and should include all information regarding the incident including the number of patients released. A copy of the report with the release form or with refusal forms signed by the parents or school officials should be kept on file per System policy.
7. A parent, legal guardian or appropriate school official must be given a copy of the refusal/release form.
8. Any parent or legal guardian who arrives on scene to remove and assume responsibility for their child will be requested to sign an individual refusal form.
9. EMS providers shall use reasonable means to contact parents and/or school officials. This could include use of telephone, cell phone or direct contact by Law enforcement. If contacted by phone, EMS providers shall take reasonable means to confirm the identity and authority of the parent, legal guardian or school official.



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10. Once the identity and authority of the parent, legal guardian or school official has been established, the EMS provider may release the child to that individual or alternate transport source. School officials will follow their established program for informing parents or legal guardians regarding the incident.
11. *The health and safety of the child is the primary concern.* It is the responsibility of the EMS provider to assure that the child is returned to the parent or placed on the school's alternate transport vehicle. **If** the EMS provider on scene determines a child should receive a physician evaluation or be offered medical care, the child *will be transported to the hospital unless* a parent or legal guardian is on scene and consents to refusal.
12. Each prehospital provider agency in the affected System who may likely respond to a school bus incident must contact the school superintendents in their district to obtain the name and title of the "appropriate school official" who may take responsibility for the child on the bus involved in the incident.
13. Copies of documentation must be forwarded to the EMS office for review within 24 hours of the incident or per System policy.
14. A separate refusal or run report will be documented for the driver of the bus. He/she should not be included in the multiple school-bus refusal form.

Resources:

1. [School Bus Refusal Form](#)