

# **First Aid Training for School Bus Drivers**

**Reference Guide**

## **Introduction**

School bus drivers must learn what actions to take, when a medical issue occurs on a school bus. The video is designed to give school bus drivers a general understanding of the types of medical issues that will occur on their school bus.

The video is divided into 9 separate parts. Each one of these parts can be viewed separately by using the scene selection, at the start of the video. The instructor may also select, PLAY VIDEO, and the video will be played in its entirety.

This is a list of the 9 separate parts of the video.

- **Part 1 - Legal Liabilities**
- **Part 2 - Blood borne Pathogen Protection for Bus Drivers**
- **Part 3 - Moving Victims and Proper Recovery Positions**
- **Part 4 - Emergency Action Plan**
- **Part 5 - Checking on an Injured Person (Use of ABC's)**
- **Part 6 - Bleeding and Shock**
- **Part 7 - Injuries to Limbs**
- **Part 8 - Spinal Injuries**
- **Part 9 - Epi-Pen and Seizures**

## **Part 1 - Legal Liabilities**

School bus drivers need to understand their legal status, when working on an injured student. If a bus driver, is not sure of the legal status on administering first aid, this will cause bus driver concern and may impact how they treat the victim.

### **Important Legal Issues that drivers must understand.**

- 1. Expressed consent:** this comes into play when an injured victim is conscious. The bus driver must obtain "expressed consent" from the injured victim, before the driver administers first aid to the victim. If the victim does not give consent to the driver, the driver must not work on the injured victim.
- 2. Implied consent:** This occurs when a victim is unconscious. In a life or death situation, implied consent is assumed.
- 3. When caring for children,** expressed consent must be obtained from a parent or guardian- not from the child! When a life threatening situation exists, and a parent or guardian isn't available, care should be given, based on implied consent.
- 4. Additional issues:** Don't use skills that exceed your training; don't move a seriously injured victim, unless their life is in danger and once you begin working on a victim, don't stop until help arrives.

## **Part 2 - Blood borne Pathogen Protection for School Bus Drivers:**

This section will cover the procedures bus drivers should follow whenever, they come into contact with blood borne pathogens.

### **Important information school bus drivers should know, about blood borne pathogens.**

1. Blood or any bodily fluids, that are excreted from the body, are capable to carrying a blood borne pathogen.
2. Blood, urine or vomit are capable of carrying a blood borne pathogen.
3. School bus drivers must wear proper personal protective equipment when cleaning up or disposing of blood borne pathogens.
4. Blood borne pathogens can enter the body through any opening in the skin.
5. School bus drivers should be aware, that the parents of a child who is a carrier of a blood borne pathogen, do not have to reveal this information to the school district.

### **Precautions that bus drivers must take, when coming into contact with a blood borne pathogen.**

1. Always wear disposable gloves, that are approved by your school district.
2. Check the gloves for defects, tears or rips.
3. Bus drivers should wear eye protection, with side protection.
4. If there is a situation where personal protective equipment isn't available, improvise. Get affected student to put pressure on wound, by holding a bandage in place.
5. Bus drivers should never expose themselves to being infected by a blood borne pathogen spill.

### **Other important blood borne pathogen issues**

1. After working around a blood borne pathogen spill, the driver must thoroughly wash their hands. Use a microbial soap or any other disinfectant approved by your school district.
2. Use bleach or any other approved product to kill the blood borne pathogens that

may have affected a surface area. Viruses such as Hepatitis B, can stay alive up to 7 days, unless they are properly disinfected.

3. Bus drivers must report a blood borne pathogen spill that occurs on their school bus. Follow the policies mandated by your school district.

4. School bus drivers should be aware that condoms and needles are also potential carriers of blood borne pathogens. Always use proper personal protective equipment, when disposing of these items.

### **Part 3 - Moving Victims and Proper Recovery Positions**

#### **Guideline for moving victims**

1. Whenever possible do not move a seriously injured victim. Wait for EMS to arrive and let them move the injured victim.
2. When a seriously injured student is in an area where there is danger (lying in the street where traffic could hit the victim) move the victim out of harm's way.
3. When a victim appears to have suffered a life threatening injury (spinal cord injury, for example) try to protect the victim, until emergency help arrives on the scene.
4. When dragging an injured victim to safety, drag the person in the direction of the long axis of the body. Try and keep the victim's head and shoulders from moving sideways.
5. Clothing, such as a jacket or coat, is an approved method of dragging a student to safety.

#### **Recovery Positions**

**1.** When a student is injured, school bus drivers must know how to place students in the proper recovery position. During this sequence, examples of proper recovery positions, will be demonstrated.

**2. Unconscious Victim** - When a school bus driver has to provide first aid to an unconscious victim, here are the steps the driver should follow.

- a. Check the victim's airway to see if the victim is breathing
- b. If the victim isn't breathing, call 911 or alert local emergency services
- c. The driver should check the victim to see if secretions or their tongue, is blocking the airways.

- d. If the victims airways are blocked, roll the person onto their side.
- e. The victim may vomit, once they are rolled into this recovery position. This may dislodge the blockage.
- f. Don't leave the person lying on their side for more than 20 minutes. Roll the person onto their opposite side. (This will prevent blood circulation from being cut off)
- j. Continue to monitor the victim, until emergency services arrives.
- k. Also, stay on the same side as the victims airways, when monitoring the victim.
- i. If the victim isn't breathing, and blockage isn't the problem, immediately initiate CPR .

**3. The Haines position** - This modified recovery position is used to reduce the chance of additional spinal cord damage. Use it, when it's necessary to move a victim, after it appears that a spinal injury has occurred. Here are the steps a driver will need to take, in order to implement the Haines position

- a. Roll the victim onto their side, so that their head rests on their extended arm.
- b. Bend both legs at the knees, in order to stabilize the victim.
- c. The victim's arm should be straight out and the head, neck and back should be in a straight line

#### **Part 4 - Emergency action plan**

When a bus driver is involved in an accident or when students are injured, there are three basic emergency action steps that are recommended. Here they are:

- Check the accident scene and find out if anyone has been injured
- Call 911 or local emergency numbers
- Care for anyone who has been injured

**Here is a breakdown of the these 3 action steps:**

1. Assessing the accident scene

##### Conscious Victim

- a. Determine if there is any danger at the scene
- b. Determine if the victim is conscious
- c. If victim is conscious, talk with him and determine if it's safe to move him.
- d. Move the victim to a safe area

##### Unconscious Victim

- a. If the victim is unconscious, don't move the victim

- b. Call 911 or local emergency services
- c. Keep the victim in place, until help arrives

2. Call 911 or local emergency numbers

- a. Have a list of available numbers to call
- b. Call appropriate numbers
- c. let emergency services know condition of victim
- d. Give EMS accurate directions to your location
- e. Don't hang up until dispatcher tells you to hang up
- e. Follow the policies of your district when contacting emergency services

3. Provide care to the victim by following these steps:

- a. Don't further harm the victim
- b. Don't move an unconscious victim
- c. Monitor the victim's breathing
- d. Help the person rest in a comfortable position
- e. Keep the victim from getting chilled or overheated
- f. Reassure the person, if they are conscious
- g. Provide CPR, if the person is unconscious and not breathing

4. Make sure you know and follow the policies of your school district

**Part 5 - Checking on an injured person (use of ABC's)**

**What are the ABC's?**

When you have to attend to an unconscious person, you must find out the conditions that are threatening them. There are three main areas of concern and these are called the ABC's and the stand for

- A= AIRWAYS**
- B=BREATHING**
- C=CIRCULATION**

**AIRWAYS**

- 1. If a victim's airways are closed, this is a life-threatening situation
- 2. You must attempt to open the victim's airways.
- 3. The tongue or secretions may be blocking the airways.
- 4. The head tilt/chin lift techniques may open up the airway.

5. Follow the guidelines of your school district when implementing this or any other technique.

## **BREATHING**

1. Observe the person for about 5 seconds.
2. Lean down physically observe whether the person is breathing.
3. Check and see if their chest is rising and falling.
4. If you determine the victim has no blockage, and the victim is not breathing, perform CPR.
5. If the victim's breathing returns, place them in normal recovery position.

## **CIRCULATION**

1. If the victim is bleeding, control the bleeding as quickly as possible.
2. A slow ooze isn't a problem.
3. Sever bleeding must be treated immediately.

## **Part 6 - Bleeding and Shock**

### **What bus driver's need to know**

1. Bus drivers must attend to bleeding and shock at once.
2. Excessive or uncontrolled bleeding will lead to shock.
3. Shock is dangerous because it can result in a drop of blood pressure and depletion of oxygen to body tissues.
4. Shock, if it isn't treated instantly, can lead to death.

### **Preventative steps bus drivers need to implement for bleeding**

1. Shock in children is a serious issue because children lack the blood volume of adults.
2. Bus drivers must respond immediately and implement first aid procedures where children exhibit cuts, wounds or severe bleeding.

### **Preventative steps bus drivers need to implement for shock**

1. Signs of shock include: uneasiness, restlessness, worried, rapid breathing and rapid pulse.
2. Look for: cool wet skin, bluish or pale tissue, shivering, nausea and below normal temperatures.
3. Shock can't be managed only by first aid.

4. Call 911 and get help.
5. Keep bleeding under control.
6. Prevent chilling or overheating.
7. Use oxygen, if available.
8. Constantly reassure the victim.

## **Part 7 - Injuries to Limbs**

### **Treating an injury to a limb**

Prompt recognition and first aid can reduce permanent damage to the victim of a broken limb. Here are some of the first steps a school bus driver can take:

1. Start your assessment by implementing the ABC's. Realize, that if the victim isn't breathing, you must restore breathing before you can start attending to the broken limb.
2. There are two types of wounds: the closed wound and the open wound. Here are the characteristics of these 2 types of wounds:
  - a. Closed wound: no open wound, sharp pain, swelling, deformity, tenderness, anxiety, pale looking skin and fainting.
  - b. Open wound: open wound, bleeding, pain, swelling, deformity, anxiety, weakness and vomiting.
3. Following assessment of a severely damaged limb, call 911.
4. Steps that should be taken to stabilize the victim:
  - a. Take out a sterile bandage and cover the wound
  - b. If a bone is sticking out, make sure to gently apply pressure around the wound
  - c. Once you mobilize the wound, hold it in place until EMS arrives
  - d. Do not move the victim and cause further damage to the limb
5. Mental preparedness:
  - a. Let the student know you are in charge
  - b. Stay positive and reassure the student
  - c. Apply common sense solutions to the needs of the student

## **Part 8 - Spinal Injuries**

Spinal injuries are serious injuries; if proper first aid procedures are implemented, injuries can be minimized.

### **Signs and symptoms of spinal injuries:**

1. Victim isn't responsive
2. Spinal Pain
3. Injury to head, back or neck
4. Numbness
5. Tingling
6. Loss of sensation
7. Paralysis

### **Spinal Injury for an Unconscious Victim**

1. When a victim suffers what appears to be a spinal injury, and is unconscious, here are some steps that must be taken:
  - a. Call 911
  - b. Assess the student and go through the ABC's
  - c. Since the victim is unconscious, you must assume that he's suffered a spinal injury. He can't communicate his condition.
  - d. Check his airways, and if necessary, roll victim onto his side and attempt to clear his airways
  - e. Use Haines position, to move the student onto his side
  - f. Hold the victim in place, keeping his back and neck as straight as possible.

### **Spinal Injury for a Conscious Victim**

1. Don't assume, because the victim is conscious, that he may not have suffered a spinal injury.
2. Assess the victim carefully and ask him if he's suffering any of the symptoms of spinal injury.
3. Keep the victim from moving until EMS arrives of the scene.
4. Be careful not to assume the victim has not suffered a spinal injury.

## **Part 9 - EPI-PEN and Seizures**

Students can suffer an allergic reaction to food, bee stings and other types of

issues. When this happens, the school bus driver may have to administer an EPI-PEN SHOT. Most school districts have a policy to cover this important issue. The school bus instructor for your district will be able to explain to the bus driver the policy of your school district.

### **Symptoms for an allergic reaction to food (example peanuts):**

1. Within seconds the victim's airways can become blocked.
2. Victim's skin can turn red and start to swell.
3. Victim may also start to perspire.

### **What will occur if no action is taken:**

1. Victim's airways can shut down.
2. After several minutes, the victim may lose consciousness.
3. If nothing is done the student may die.

### **What steps the driver can take:**

1. Once the driver has determined that the student has suffered an allergic reaction he should find out if the student has an EPI-PEN injector.
2. Get a student to call 911 and report the incident.
3. The driver should now prepare to instantly inject the student.

### **Administering the EPI-PEN injector:**

1. Have the student sit down on the bus seat.
2. The injector is designed to cut through clothing.
3. Remove the cap from the injector.
4. Forcefully push the injector onto the thigh area of the student.  
The injector will be automatically released into the student's thigh.
5. Hold it in place for 10 seconds and then remove it.
6. Get the student to stay quiet and relax until EMS arrives.

### **Seizures:**

When a student suffers a seizure on a school bus, here are some procedures that the bus driver can follow in order to lessen the chance for further injury:

1. Hold the victim's head in place, so no further injury will take place.
2. Keep the victim's body and arms from being injured.
3. Don't let the victim fall off the seat.

4. Time the length of the seizures, and pass the information onto EMS.
5. After the seizure ends, check the student's airways.

Administering first aid to students on a school bus is a necessary part of the job. This video is designed to acquaint school bus drivers with many of the most important first aid issues. By administering first aid in a timely manner to injured students, the school bus driver may be able to prevent more serious injuries from taking place.