PURPOSE

To provide procedures for incidents involving multiple minors when involved in an organized activity

MISSION / VALUES RATIONALE

This policy is aligned with the Mission and Values for Amita Health. Our mission calls us to provide compassionate, holistic care with a spirit of healing and hope for all persons in the communities we serve. Our ministry is an enduring sign of our Core Values of HOPE, to instill us with integrity, inspire us to interconnect with each other, encourage us to honor diversity and dignity of each individual and empower us to always strive for exceptional performance to our patients/residents and to best serve those in need.

SPECIAL INSTRUCTIONS/FORMS TO BE USED

N/A

PROCEDURE

Motor vehicle collisions involving buses pose a significant potential to overburden initial responding system agency provider units upon their arrival. Not only must agency EMS personnel contend with the possibility of mass casualty or a multiple victim incident response, they may also have to deal with issues related to school district agency authority over students, refusal of uninjured minor patients, and dissemination of information to students parents or guardians. In the event of a motor vehicle collision involving a school bus in the process of transporting students to their respective schools or to their designated home drop off points, Amita St. Mary’s EMS System agency provider personnel shall adhere to the following guidelines to maximize use of available resources and not overburden their agency or surrounding mutual aid response agencies:

I. On-scene Operational Criteria

   NOTE: School/Park district superintendents, principals and/or their designated school official(s) are primarily responsible for the students from the time they board the bus, during the routed trip, to the disembarkation point.

   A. Upon arrival to the accident scene, EMS agency personnel will conduct a thorough scene size-up and patient assessment to determine:
1. Assessment of the nature of the incident and extent of injuries. Assessment should address the various age specific issues that may be encountered.

2. Necessary tactical response.

3. Confirmation of the number of students and potential patients needing transport.

4. Evaluating the need for additional resources and their request to respond if deemed necessary.

5. Obtaining a passenger roster as soon as possible, if feasible.

B. Upon confirmation of an incident involving multiple minor children, the Incident Commander will contact the Resource Hospital and give them a scene evaluation and school (agency) contact information. The Resource Hospital will immediately contact the appropriate school (agency) officials and request that they send to the accident scene an authorized representative empowered to exercise authority and control over the students, preferably the school (agency) principal or district superintendent level. If possible, relay to the school authority available information regarding the number of students involved and the particular school being served by the involved bus.

**NOTE:** The bus driver or its agent representative cannot act on behalf or in the capacity of the school (agency) or school district official and is not qualified to sign any multiple patient release forms.

C. EMS provider agency personnel shall provide appropriate medical treatment and hospital transport for any students showing signs of having sustained injury/illness or making a verbal complaint of the same. Observe the existing policy in regards to the Treatment of Minor Patients.

D. Children with special health care needs and/or those with communication difficulties need to be treated/transported with these needs in mind. Notify medical control as soon as possible in special needs situations. In these situations, enlisting the help of the adult chaperone of these special needs patients may be most helpful, if appropriate and available

II. Criteria For Uninjured School Bus Passengers

A. Students who do not demonstrate signs of injury/illness or make no verbal complaints of such should be turned over to the custody of the authorized school agency representative on the scene. If an authorized school (agency) representative is unable to respond to the scene, the following will apply:
1. A provider agency representative will escort the bus, if operable, back to the school of origin if the school is within the providers jurisdiction. If the school is outside the EMS jurisdiction, the bus shall be escorted to the Resource Hospital. At least one EMS person shall accompany the students on the bus.

2. The provider agency command personnel will advise medical control of their destination, the number and condition of any students refusing treatment and transport.

3. The provider agency will document on the refusal form that the transfer of responsibility was given to the school official.

4. The school official will take responsibility for contacting the parents/guardians of students involved in the incident, and their disposition: returned to the school, transported to the hospital to be picked up or transported to the hospital for treatment.

5. The provider agency will complete one (1) EMS run report form for all of the refusals on the bus, documenting the complete incident.

6. The use of the Presence St. Mary’s EMS Systems specialized Multiple Release Form for the purpose of school bus motor vehicle collisions. The appropriate school (agency) representative must sign the refusal of treatment form for all students not transported to the hospital.

III. Disposition of Paperwork

A. Copies of the ambulance run report form and of the systems school bus multiple refusal form must be forwarded to the EMS office at the earliest convenience.

IV. If a School Agency Representative is Unavailable

A. Provider agency EMS personnel will observe existing system policies regarding the medical treatment and refusal of treatment for minor patients, which normally includes transport to hospital.

B. The Incident Commander will appoint an agency individual(s) to maintain accountability for any students not being transported and to make appropriate parental/guardian notification.

V. Duties of the Hospital
A. The Resource Hospital will make every attempt to obtain the name and telephone number of the school (agency) involved.

B. The Resource Hospital will notify the school (agency) involved of the incident and advise them where to go. (Scene, School or Hospital)

C. The Resource Hospital will provide the name and telephone number to each hospital receiving patients from the incident.

D. The Resource Hospital will notify the school (agency) with the name of each hospital receiving patients from the incident.

E. It will be the responsibility of each hospital receiving patients from the incident to create a patient list and notify the school (agency) involved as soon as possible. This is absolutely necessary so school (agency officials can inform the patients’ parents/guardians of their location.

Kevin Bernard
Department Leader

DATE: 03/29/2019

NOTE: Policies with original signatures are on file in Administration.