
Procedure Section:	Special Needs
Procedure Title:	Emergency Administration of First Aid
Procedure Number:	RCJTC AP.02.03
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Year of Next Review:	

In the event of a student showing signs of medical distress during travel on the school bus, both time and safety are critical. Accordingly, the following steps will be followed:

1. The driver must:

- a) stop the vehicle and ensure that it is completely immobilized (stopped and secured);
- b) ensure that all passengers are safe;
- c) assess the situation and determine whether the student requires assistance and if emergency medical services should be contacted;
- d) if it proves necessary to assist the student, do so and contact the dispatcher immediately to indicate the location of the occurrence and to request emergency medical services;
- e) If it proves necessary to perform First Aid do so;
- f) Refer to AODA Form or other medical information that may have been provided by the school;
- g) Stay with the student until the arrival of emergency medical services

2. The dispatcher must:

- a) confirm with the driver the time and location of the occurrence and assist with contacting emergency medical services if required;
- b) contact the principal and/or parent/guardian and the RCJTC;
- c) remain in contact with the driver and with emergency medical services staff if required;
- d) ensure that a report is completed as soon as time permits

3. RCJTC Will:

- a) Notify the school immediately;
- b) Provide support and guidance to the school related to the incident;
- c) Notify the appropriate School Board Officials of the incident;
- d) Be responsible for the coordination and compilation of documents regarding the Incident.

Each year, the principal notifies RCJTC who then provides the following information to the transportation operators, who in turn must provide this information to the drivers and the appropriate staff members:

- the name of the students who have been identified as having a medical need.
- their route numbers.
- the name of their school; and
- and any other pertinent information.

Related RCJTC Policy

P.02 Special Needs Policy

Related RCJTC Administrative Procedures

Related RCJTC Forms

F.02.01.1 Personalized Accessibility Plan for Students with a Special Need