**Plano Independent School District**

**School Health**

**Transportation Medical Emergency Administrative Guideline**

**Purpose**

The purpose of this guideline is to provide direction to school bus drivers in responding to a medical emergency that may occur while transporting a PISD student to or from school when other PISD employees may not be available.

**Definitions**

* **Action Plan** - medical orders for specific conditions such as diabetes, asthma, severe allergies or seizures.
* **Anaphylaxis –** an extreme, often life-threatening allergic reaction to an antigen (e.g. bee sting, food, medicine, etc.) to which the body has become hypersensitive.
* **Asthma** – a disorder that causes the airways of the lungs to swell and narrow, leading to wheezing, shortness of breath, chest tightness and coughing.
* **CPR** – cardiopulmonary resuscitation.
* **Diabetes** – usually a lifelong disease in which there are high levels of sugar in the blood. Too high and too low blood sugars are life threatening if not treated.
* **Epinephrine** – a hormone secreted by the adrenal glands, especially in conditions of stress, increasing rates of blood circulation, breathing and carbohydrate utilization.
* **Epinephrine auto-injector** - a medical device used to deliver a measured dose of epinephrine using an automatic injector.
* **Hands only CPR** – performance of chest compressions without breaths during cardiopulmonary resuscitation.
* **Hypoglycemia** – low blood sugars, usually defined as below 70, may be treated with 20 gms of simple carbohydrate such as 4 packets of sugar; if left untreated, can result in seizures, coma or death.
* **Seizure –** episodes of disturbed brain activity that causes changes in attention or behavior; some seizures are simple staring spells while others are violent shaking and loss of alertness.

**Program Coordinator**

Coordinator for District Health

Special Education Nurse Case manager

**Responsibilities**

* Coordinates with Plano ISD director of transportation and school nurses in the appropriate selection of employees for training.
* Assure quality improvement by revising this guideline as required through the monitoring of training.
* Communicate with medical officer on issues related to quality of care.

**Environment/Settings**

* Whenever a medical emergency occurs, the bus driver should pull over and call dispatch to have 911 called.

**Applicable documents**

* Guideline
* Training checklists and/or online training video
* Physician orders or Action Plans
* Individual Health Care Plan – if applicable

**Medical Control**

The medical advisor for the transportation medical emergency guideline is the Plano ISD’s medical officer. The medical officer will direct the following:

* Medical direction in the formulating of the guideline
* Review and approve the above
* Evaluation as needed

**Restrictions/requirements**

* IEP or 504 students may require specially trained skilled personnel while riding a school bus.
* Meeting between the parent, building administrator, school nurse, special education nurse case manager and possibly the director of transportation for discussion of care while on bus.
* IHP is developed by school nurse.
* According to BON delegation rules 225.6 & 226.7, tracheostomy and G-tube re-insertion are not delegated tasks.
* Action Plans/physician orders for the following student conditions will be sent to the director of transportation, coordinator of district health and special education nurse case manager.
	+ Severe allergy who self-carry epinephrine
	+ Asthma who self- carry rescue inhalers
	+ Diabetes
	+ Seizure
	+ Special education students with tracheostomies
	+ Students who require a private duty nurse

**Staff Training and Preparation**

If required, training for the unlicensed personnel can be done by a Registered Nurse. Training and ongoing verification of training will be documented by the training checklist or verification of online training. Additional questions or concerns beyond Plano ISD training, should be directed to the school nurse, family and/or health care provider.

An online overview video, provided by health services will be viewed yearly and upon hire to the transportation department.

 For those students who require specialized care that can be delegated according to BON rules, training can be done by the school nurse. If additional training for substitute bus drivers is required, director of transportation will coordinate with coordinator for district health for training.

**Training**

* Registered Nurse (RN) is the person responsible for any required training.
* Unlicensed personnel may be trained by an RN.
* Training is done yearly and as needed throughout the year.
* Guideline, physician orders/action plan and parent request are to be reviewed prior to training and throughout the year for review.
* Individualized Health Plan is completed by the nurse.
* Competency checklist must be signed and dated yearly and periodically throughout the year as needed for verification of skills.
* Roster of video completion is kept by the director of transportation.
* Information is shared with other employees on a need to know basis.

**Procedural Guideline for all medical emergencies**

1. Pull bus over and call dispatch or 911 if cell phone available for the following condition
	1. Seizures
	2. Unconsciousness or not breathing
	3. Anaphylaxis
	4. Difficulty breathing that is not relieved by rescue inhaler
	5. Severe Bleeding
	6. Any other medical condition that poses a threat to life
2. Allow student who is carrying own self-emergency medication to administer without delay.
3. Diabetic students are allowed to eat, drink and test blood sugar at all time.
4. If diabetic student indicates that they have hypoglycemia (low blood sugar) but does not have a source of sugar, provide 4 packets of sugar found in the glove box.
5. If directed by a 911 operator to begin CPR and driver has not been trained in CPR, begin pushing on middle of chest between nipple lines, hard and fast until become fatigued or trained medical help arrives (known as Hands Only CPR).

**Medical Officer Signature:**

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Physician Signature/PISD Medical Officer