

EMERGENCY ACTION PLANNING

STUDENT MEDICAL EMERGENCY ON A BUS

The coach/advisor should:

1. remain calm
2. assess the situation
3. determine where the bus is located (exit number or cross streets) so this information can be given to the 911 operator
4. if necessary, evacuate participants and other personnel a safe distance away from the bus or to a building which is a safe distance from the bus. This distance should be determined in advance by critical incident/emergency plan
5. call 911, if necessary
6. **DO NOT MOVE THE INJURED OR ILL STUDENT**
7. keep everyone off the roadway
8. meet, or have designee meet, arriving medical personnel
9. contact the activities director, principal, superintendent, and/or transportation director
10. obtain and/or fill out appropriate medical emergency form
11. if the student is transported to the hospital by ambulance and the parent is not available to ride along, accompany (or have someone accompany) the student to the hospital; do not leave your team unsupervised
12. follow up with the parent later that day

The activities director should:

1. assess the situation
2. review information from the coach/advisor
3. tell coach to move all non-essential personnel away from the injured student
4. contact 911, if necessary and not already done
5. be sure superintendent, principal and/or transportation director have been contacted
6. follow school protocol regarding releasing information to the media
7. follow up with the parent the next day or the next day, as per the critical incident/emergency plan
8. keep principal and/or superintendent informed of student's condition

Information provided by the Iowa High School Athletic Association and adapted, with permission, from the Michigan Interscholastic Athletic Administrators Association. It is meant to provide guidelines for schools to refer to as they develop their own emergency action plans.