





# Bus Medical Procedures for Cape May County Special Services

What to do in Emergency Situations

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# Important Phone Numbers

## PLEASE SAVE THESE IN YOUR PHONE:

- **Cape May County Special Services**
  - 609-465-2720
- **Nurse Stacey Lera**
  - 609-465-2720 ext 4424 OR 609-780-3040
- **Nurse Kaitlyn Rupert**
  - 609-465-2720 ext 4415 OR 609-780-0900
- **Maureen Kennedy Nursing Secretary**
  - 609-465-2720 ext 4425 OR ext 4414
- **Sharen Dever Transportation Director CMCSSTD**
  - 609-465-2720 ext 7731 OR 609-780-1999
- **Erin Heitzmann Transportation Secretary CMCSSTD**
  - 609-465-2720 ext 1985
- **SRO**
  - 609-780-0895

# Protocol for Medical Emergencies while Enroute

## ALWAYS CALL 911 WHEN YOUR STUDENT IS:

- HAVING A SEIZURE
- HAVING DIFFICULTY BREATHING (ASTHMA ATTACK, WHEEZING, SHORTNESS OF BREATH, etc)
- HAVING A HYPOGLYCEMIA EPISODE (SWEATING, SHAKING, PALE, RAPID HEARTBEAT, ANXIOUS, HUNGRY, IRRITABLE, TIRED, IMPAIRED VISION)
- HAVING AN ALLERGIC REACTION TO A LIFE THREATENING ALLERGEN (BEE STING, CONTACT WITH FOOD, I.E. NUTS, SEAFOOD)

## Please follow the directions below:

1. THE BUS DRIVER WILL SAFELY PULL OVER AND **CALL 911.**
2. THE BUS WILL REMAIN AT THAT LOCATION UNTIL EMS ARRIVE.
3. THE BUS DRIVER WILL CONTACT THE DISPATCHER.
4. THE DISPATCHER WILL THEN CONTACT SPECIAL SERVICES SCHOOL DISTRICT.

**THIS IS THE PROTOCOL FOR STUDENTS BEING TRANSPORTED TO AND FROM SCHOOL**

# Protocol for Medical Emergencies on School Grounds

**IF THE MEDICAL EMERGENCY OCCURS ON SCHOOL GROUNDS, follow the directions below**

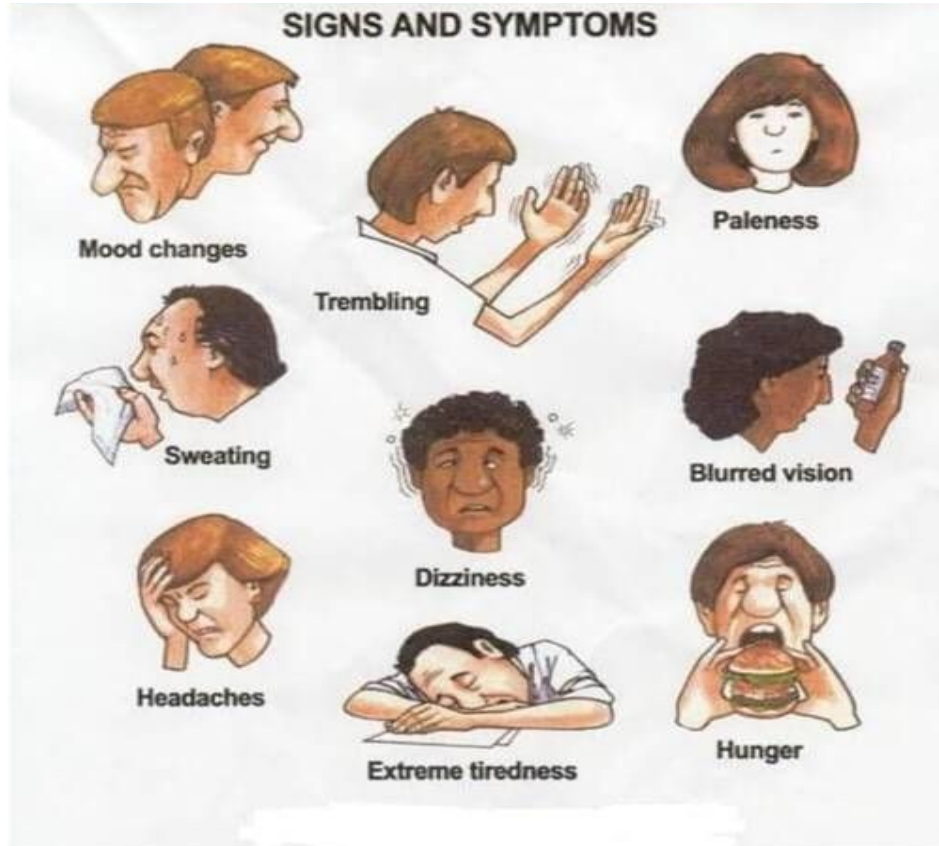
1. Call 609-465-2720 EXT# 8803, 8802, 8801 OR Alert a staff member outside
2. State clearly, CODE BLUE or NURSE CALL to your bus number and its location on the property, preferably what entrance you are closest to.
  - a. An example being "Code blue to bus number 4 outside of the preschool entrance" This will help the CODE BLUE team to get to you quickly.
3. A CODE BLUE is for any **UNRESPONSIVE** student or staff member.
4. A NURSE CALL is for any other medical emergency (major injuries, falls, etc)
5. DO NOT move the child or staff member from the bus until the CODE BLUE team arrives.
6. Any non-emergent situation (nosebleed, vomiting, etc) please call the main office informing them it is a **NON-EMERGENT CALL** and they will let us know where to go to assist you.

**\*If the medical emergency occurs on Crest Haven Road follow the "ENROUTE" protocol. DO NOT CONTINUE TO DRIVE TO THE SCHOOL\***

# Basic First Aid for Seizures

1. Do your best to stay calm, YOU CAN DO THIS.
2. The school bus driver safely pulls the bus over and **calls 911** if not on school grounds.
3. The bus aide or designated 1:1 aide will note the time the seizure starts until it ends. This is very important for medical personnel to know when they arrive.
4. **KEEP THE STUDENT SAFE!** Protect the student from injury (banging head against the window, floor, wall of bus) by placing a coat, towel, etc between body part and object. **DO NOT HOLD THE STUDENT DOWN OR RESTRAIN THEM.**
5. If the student is in a wheelchair or travel stroller, do not remove them. Gently hold their head to keep it from falling forward or backward. This position will help maintain the student's airway, keeping it open and decrease the chance of choking.
6. If the student is sitting in a regular bus seat, please lay the student on their side (on the seat or aisle), this position will help prevent airway obstruction if vomiting occurs.
7. Stay with the student until he/she is fully conscious and/or until EMS/Code Blue team arrives.

# Symptoms of Low Blood Sugar



# Low Blood Sugar/Hypoglycemia

## What do you do?

1. If able, have the student eat or drink **IMMEDIATELY**.
  - a. We inform the parents that all of our diabetics must have a juice and carb source in their bag at all times, so this should be easily accessible. You should also always have extra juice/soda and carb source on the bus, just in case.
2. If the child in **UNCONSCIOUS** and/or unable to eat or drink:
  - a. Follow either the **ENROUTE** or **ON SCHOOL GROUNDS** protocol.
  - b. Administer Glucagon if available.
    - i. Glucagon is a diabetic rescue medication used in unconscious and in those who are unable to eat/drink. It is administered via nasal spray or injection. See the next slide for a reference on how to use and prepare glucagon.
  - c. Stay with the student until EMS/the Code Blue team arrives.

**\*No matter how carefully you manage diabetes, low blood sugar may still develop\***

# Glucagon: How to Administer

**GLUCAGON**      **3 mg**      **nasal**

**1. PREPARE** → **2. SPRAY** → **3. ASSIST**

Remove the shrink wrap by pulling on red stripe.

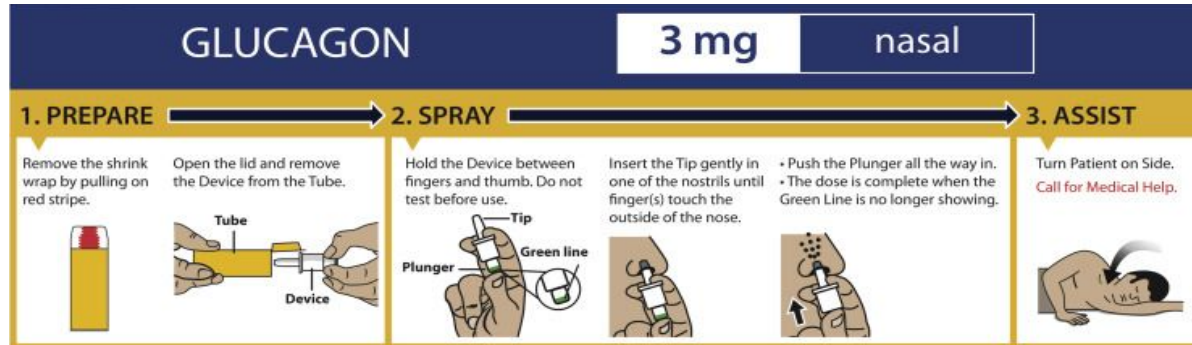
Open the lid and remove the Device from the Tube.

Hold the Device between fingers and thumb. Do not test before use.

Insert the Tip gently in one of the nostrils until finger(s) touch the outside of the nose.

Push the Plunger all the way in. The dose is complete when the Green Line is no longer showing.

Turn Patient on Side. Call for Medical Help.



**GLUCAGON**      **1 mg**      **autoinjector**

**1. PREPARE** → **2. INJECT** → **3. ASSIST**

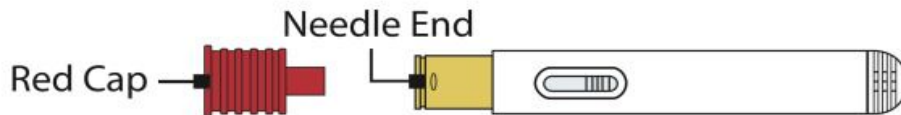
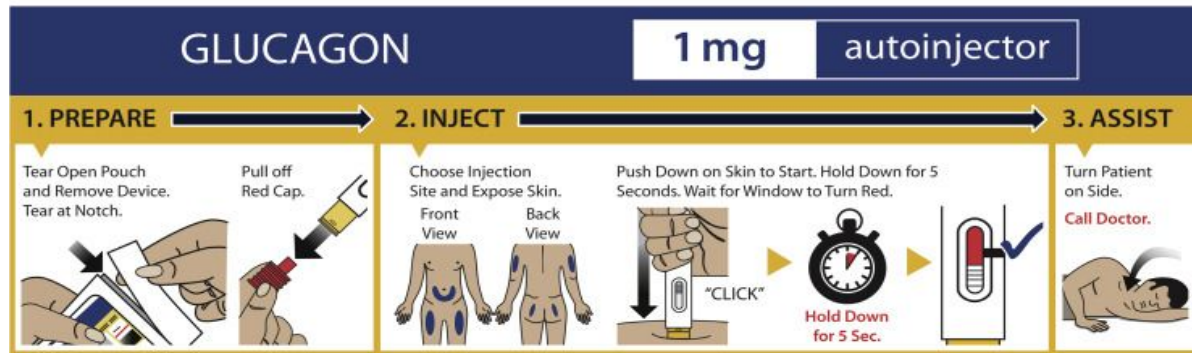
Tear Open Pouch and Remove Device. Tear at Notch.

Pull off Red Cap.

Choose Injection Site and Expose Skin. Front View Back View

Push Down on Skin to Start. Hold Down for 5 Seconds. Wait for Window to Turn Red.

Turn Patient on Side. Call Doctor.



- The school nurse will provide further instructions on how to use and administer Glucagon.
- Please use this as a reference guide when needed.



# Allergies/Anaphylaxis

## USUAL SYMPTOMS:

- Skin- Hives, itching, rash, flushing, swelling of face or extremities
- Mouth- Itching, swelling of lips, tongue, mouth
- Throat- Itching, sense of tightness in throat, hoarseness, hacking cough
- Lung- Shortness of breath, repetitive coughing, wheezing
- Heart- Thready pulse, passing out
- Gut- Nausea, abdominal cramps, vomiting, diarrhea

## Signs and Symptoms of Anaphylaxis



1. Trouble breathing or wheezing



2. Facial swelling



3. Hives



4. Nausea or vomiting

**ANY STUDENT EXPERIENCING SHORTNESS OF BREATH; WHEEZING; SWELLING OF LIPS, TONGUE OR MOUTH; OR PASSING OUT IMMEDIATELY FOLLOW THE “ENROUTE” OR “ON SCHOOL GROUNDS” PROTOCOL.**

# Asthma

## USUAL SYMPTOMS:

- Shortness of breath
- Chest tightness or pain
- Trouble sleeping caused by shortness of breath, coughing or wheezing
- A whistling or wheezing sound when exhaling (wheezing is a common sign of asthma in children)
- Coughing or wheezing attacks that are worsened by a respiratory virus, such as a cold or the flu
- Coughing during or after exercise



## WHAT TO DO:

1. Make sure the student is sitting upright.
2. Have them take their rescue inhaler, if available and able. If the inhaler is not available/the student cannot use it, immediately follow either the **ENROUTE** or **ON SCHOOL GROUNDS** protocols.
3. Stay with the student until EMS/the CODE BLUE team arrives.

**\*ANY STUDENT TURNING BLUE, GASPING FOR BREATH, UNABLE TO SPEAK, PASSING OUT; IMMEDIATELY FOLLOW THE “ENROUTE” OR “ON SCHOOL GROUNDS” PROTOCOLS\***

# Cardiac Arrest

**\*AT LEAST ONE STAFF MEMBER ON THE BUS SHOULD BE CPR/AED CERTIFIED. PLEASE REACH OUT TO YOUR DISTRICT IF THIS IS NEEDED\***

## **WHAT TO DO:**

1. IMMEDIATELY FOLLOW **"ENROUTE"** OR **"ON SCHOOL GROUNDS"** PROTOCOLS
2. BEGIN CPR AND CONTINUE CPR UNTIL EMS/THE CODE BLUE ARRIVES AND/OR THE STUDENT REGAINS CONSCIOUSNESS.
3. REMEMBER 30 COMPRESSIONS TO 2 BREATHS, COMPRESSION AT A RATE OF 100-120 BEATS PER MINUTE AT A DEPTH OF 2 INCHES. HANDS ONLY CPR CAN ALSO BE PROVIDED.
4. STAY WITH THE STUDENT UNTIL EMS/THE CODE BLUE TEAM ARRIVES
5. PLEASE REVIEW NEXT SLIDE ON HOW TO PERFORM CPR

# CPR for an Adult

1

Check the person and the person's ABCs (Airway, Breathing, Circulation).

If the person is unresponsive and not breathing normally, call EMS/9-1-1 and get an AED or have someone else do this.



2

Place both of your hands on the centre of the person's chest.

Do 30 chest compressions: Push deeply and steadily.



3

Open the airway by tilting the head back and lifting the chin.

Place your barrier device over the person's mouth and nose.

Give 2 breaths.



4

Repeat cycles of 30 chest compressions and 2 breaths.

Continue CPR until an AED arrives or more advanced care takes over.



USE THESE  
AS A  
REFERENCE  
GUIDE FOR  
CPR

# CPR for a Child

1

Check the child and the child's ABCs (Airway, Breathing, Circulation).

If the child is unresponsive and not breathing normally, call EMS/9-1-1 and get an AED or have someone else do this.



2

Place both of your hands on the centre of the child's chest.

Do 30 chest compressions: Push deeply and steadily.



3

Open the airway by tilting the head back and lifting the chin.

Place your barrier device over the child's mouth and nose.

Give 2 breaths.



4

Repeat cycles of 30 chest compressions and 2 breaths.

Continue CPR until an AED arrives or more advanced care takes over.

