

Section Security	Number of pages 2
Title Emergency measures – First Aid – CPR	Effective date February 1st, 2012

Statement	CTSE recognizes that during the round-trip transportation between home and school, it may be necessary to practice CPR emergency measures for students experiencing a respiratory distress.
Terms	<p>In accordance with the procedure below, bus and sedan drivers can administer CPR emergency measures when the situation so requires.</p> <p>School bus operators coordinate CPR training sessions dedicated to drivers at the beginning and during each school year when hiring a new driver. The operators must provide evidence to CTSE that all drivers have successfully completed this training.</p>
Steps to follow	<p>When a student appears to be experiencing discomfort, breathing difficulties or otherwise:</p> <ol style="list-style-type: none"> 1. The driver must: <ol style="list-style-type: none"> a) Stop the vehicle and ensure that it is properly secured; b) ensure all passengers are safe; c) assess the situation and determine whether to administer CPR emergency measures to the student; d) if the CPR emergency measure is required, administer and immediately contact the dispatcher, indicate where the incident occurred and request that emergency services be sent; e) monitor the student until emergency services arrive. 2. The dispatcher must: <ol style="list-style-type: none"> a) Confirm with the driver of the location and time of the incident; b) inform emergency department 911 and CTSE; c) remain constantly in contact with the 911 and the driver; d) notify parents of other students of the delay. 3. CTSE must: <ol style="list-style-type: none"> a) Inform the parent or guardian and school of the incident; b) Maintain contact with the school administration; c) prepare a letter to parents or guardians, informing them of the incident, letter to be distributed to students for parents.

Steps to follow (next)	4. The operator must submit an incident report involving the use of the CPR emergency measure to CTSE within 24 hours of the incident.
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Review dates :
January 30th, 2012