

CHILD WELFARE

Specialty Insurance Program



Field Trip Safety Best Practices

- 1. Conduct Frequent Child Counts –**
Make sure that the specific children in your group are accounted for. Count the children at the center, on the bus, at checkpoints throughout the day, when you leave the field trip and upon returning to the center. Check names, not just the number of children.
- 2. Increase Staff to Child Ratios –** make sure volunteer chaperones are trained to know the children in their group and their trip responsibilities.
- 3. Make 3 copies of Permission slips –**
1 for center, 1 for bus, 1 for field trip. Include emergency medical consents and contact information.
- 4. Clarify your Rules for the Day –** where the children & adults can go and cannot go, what they can do and cannot do and when and where to meet.
- 5. Wear clothing & or name tags from your center –** for both staff & children. Create a presence.
- 6. Reduce the risk of Abduction & Abuse –**
define offsite boundaries, look for blind spots, conduct head counts, know which children you are responsible for. Watch higher risk areas like bathrooms and public transportation.
- 7. Transportation –** Secure children in safety seats and or seat belts. Have the youngest children return to the center first.
- 8. Emergency Plans –** Identify roles for staff & chaperones: What should be done, who should do it, who will care for injured child, who will stay with the group.
- 9. Bus Travel Emergencies –** Designate one person each to: supervise children, provide first aid, notify authorities and child care, & arrange for alternative transportation.
- 10. Food Safety –** Ensure safe food handling & refrigeration. Monitor children with food allergies and inform chaperones if children in their care, custody and control have food allergies.
- 11. First Aid –** designate one staff member certified in first aid to carry the first aid kit, ideally this person should not be primary for child supervision.
- 12. Lost Child –** Advise security and have one person search for the child, if unsuccessful have all staff not required for immediate supervision search and notify police. Provide a complete description with photo if possible.



Driving Your School Bus Safely

Tips to keep passengers out of danger

When you drive a school bus or vehicle for your organization, you have to deal with conditions on the road as well as passenger distractions inside the vehicle. Take care of yourself and your passengers by practicing the following basic tips from the Federal Motor Carrier Safety Administration (FMCSA) for bus drivers of all kinds.

Do Not Lose Your Cool

Distractions inside the bus are no reason to drive precariously. If you have to address a passenger issue, pull over. Otherwise, you put everyone's safety at risk.

Maintain Your Vehicle

Inspect your vehicle before each trip. The most important thing is to check your brakes—learn how to do this and how to identify safety defects.

Know Your No-Zone

Obviously, your blind spots are larger than those on regular-sized vehicles. However, other drivers may be unaware of this, so be attentive in constantly checking for smaller vehicles in your no-zone. Statistics from the FMCSA show that a third of all accidents between buses and cars take place in the no-zone.

Be Careful in Work Zones

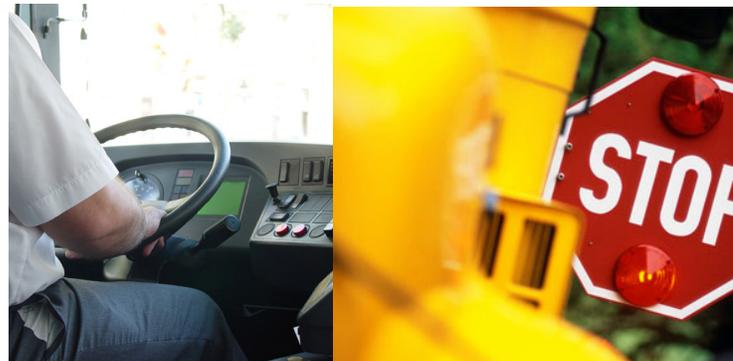
Where there is construction, there are extremely narrow lanes. Take your time going through these work zones—stay alert and stay focused. About one-third of work zone crashes involve buses or trucks, according to the FMCSA.

Take Advantage of Your Height

Your vehicle's height will help you anticipate braking situations; however, also be aware that it causes low visibility of people—especially small children—directly beneath you. Be especially cautious of your height if you drive a school bus.

Back up Carefully

Only run your vehicle in reverse if it is absolutely necessary. Take all steps to ensure safety of those around you, including moving slowly and activating warning flashers.



Don't Text and Drive

Texting behind the wheel is never a good idea, but it is especially important to follow the law when other peoples' lives are in your hands. Every state except Arizona, Missouri and Montana ban bus drivers from texting.

Sport Safety: Eye Protection

Various types of injuries occur while playing sports, such as strained muscles or ligaments, but many of the most serious injuries are eye-related. Flying objects and debris or pokes and jabs by fingers and elbows can cause serious eye damage. Encourage children to use eye protection when possible while playing sports.

If an eye injury occurs, see an ophthalmologist or go to the emergency room immediately, even if the eye injury appears minor. Delaying medical attention can result in permanent vision loss or blindness.

Eye Protection

It's a regular practice to wear helmets and pads to protect their heads, bones and joints—taking the extra steps to prevent concussions, broken bones, bruises and chipped teeth. But what do players do to prevent the possibility of permanent vision loss, a scratched cornea or a fractured eye socket? Broken bones and bruises will heal, but a serious eye injury could disable you from participating in your favorite sport for the rest of your life. Eye protection is slowly becoming just as common as helmets and pads on the playing field.

Sports-related Eye Injuries

Two main types of eye injuries are most often associated with sports accidents are:

Blunt trauma occurs when something hits your eye. A common example of this injury is a black eye or bruising of the eye and eyelid. Blunt traumas cause the majority of sports-related eye injuries.

Penetrating injuries occur when something cuts into your eye. This type of injury can happen when another person's finger scratches you in the eye. This type of injury is not very common, but potentially more dangerous.



Eye Gear Guidelines

Prescription sunglasses, regular sunglasses and occupational safety glasses do not provide adequate protection to your eyes while participating in sports. It is recommended you invest in eye guards; these should fit securely and comfortably. The following guidelines can help you find eye guards that are right for you:

- Purchase eye guards at a sports or optical store to be sure they have been tested for sports use.
- Ask your eye care professional to fit you with prescription eye guards if you have prescription glasses.
- Be sure your eye guards contain the correct lenses and that they are secure or pop outward, away from the eye.

Broken bones and bruises will heal, but a serious eye injury could prevent you from playing your favorite sport for the rest of your life.