

# MEDICAL EMERGENCY RESPONSE PLAN

**Date: August 31, 2016**

**School District:** Swampscott  
**Superintendent:** Pamela Angelakis  
**Email:** celli@swampscott.k12.ma.us  
**Phone:** 781 596-8800 ext 1

**School:** Hadley Elementary School  
**School Address:** 24 Redington Street  
**School Principal:** Stacy Phelan  
**Email:** Rivers@swampscott.ma.us  
**Phone:** 781-596-8847 ext.110

**Contact Person for the School Plan:** Martha Raymond  
**Email:** Blumstein@swampscott.k12.ma.us  
**Phone:** 781 596-8800 Ext. 385

## **Rapid Communication System:**

Swampscott Public Schools has PBX Telephone System which links all parts of the school campus. Each phone has a dedicated landline that can dial directly to 911.

An Emergency Telephone Procedure is posted by all school telephones (Attachment 1).

Two way radios and cell phones are carried by all essential personnel to activate emergency plan when outside of classrooms.

**Emergency Contact List:** In case of medical emergency, essential personnel will be contacted in the following order:

1. School Nurse Alison Oxtan Ext. 112
2. Secretary Janell Cameron Ext. 111
3. Parent/guardian
4. Principal Stacy Phelan Ext 110
5. Counselor Sara Landergan Ext 604
6. Superintendent Pamela Angelakis 781 596-8800 ext 1

-The school's main office will contact the parents/guardians of students and emergency contact persons for faculty and staff if the student, faculty, or staff person has a medical emergency.

-The school maintains a list of names and phone numbers of parents/guardians, updated at the beginning of each school year, who should be contacted in case of a medical emergency concerning a student.

-The school maintains a list of names and phone numbers of individuals who should be contacted in case of a medical emergency concerning faculty and staff. Faculty and staff are directed to provide updated contact information as needed to the main office.

-The school maintains an updated list of community-based providers that includes names and phone numbers of mental health professionals who can provide long- and short- term mental health services on campus following incidents and emergencies. This resource information is available in the school counselor's office.

## Protocol for Medical Emergency

The school's Medical Emergency Response Plan is posted in the main office, the school nurse's office, classrooms, gymnasium, cafeteria, guidance, and public areas on campus with instructions on how to activate the local emergency medical services (EMS).

In case of a medical incident, school staff will immediately:

- Contact the school nurse and the main office
- Escort an injured person who is ambulatory to the school nurse's office or notify the school nurse if the person cannot be moved.

Main office personnel will ensure that designated individuals are directed to remain with the injured or ill person until medical assistance arrives.

The school's medical response will proceed as follows:

- The nurse will assess the condition of the person(s) to determine the category of injury, illness, or condition:
  - Life-threatening or potentially disabling: Because these medical conditions can cause death or disability within minutes, they require immediate intervention, medical care, and, usually, hospitalization. Examples of this category include airway and breathing difficulties, cardiac arrest, chest pain, and/or cyanosis.
  - Serious or potentially life-threatening or potentially disabling: Burns, major multiple fractures, and insect bites are examples of this category. These occurrences may result in a life-threatening situation or may produce permanent damage, so they must be treated as soon as possible.
  - Non-life-threatening: These are defined as any injury or illness that may affect the general health of a person (e.g., mild or moderate fever, stomach ache, headache, seizures, fractures, cuts). The school nurse will evaluate the incident and make decisions regarding further treatment. The school nurse may notify the parent/guardian and recommend follow-up medical evaluation or treatment.
- When an injury, illness, or condition is determined to be potentially life-threatening or disabling, the school nurse will inform main office personnel to:
  - Call EMS (911) using the dedicated emergency phone line and provide the location of the injured or ill person and available rescue equipment.
  - Activate the target responder list to use designated school staff in their respective roles.
  - Direct designated school personnel to remain stationed at the specific location on campus where the medical incident occurred and greet emergency responders upon arrival, providing updates on the situation. **EMS response time to the school is estimated at 4-5 minutes** and 5-6 minutes to reach playing fields, (the high school's field house, and track), barring unforeseen delays.
  - Notify the parent/ legal guardian of the student or the emergency contact for faculty/ staff and inform him or her that the person is ill or has been injured and is being transported to a medical facility if the information is known at the time of the call.

If the school nurse is not in the building at the time of the medical incident, main office personnel will notify the administrator in charge. The administrator will assess the situation and direct main office personnel to place the 911 call in the event of a potentially life-threatening or potentially disabling injury, illness, or condition. Other steps will be taken as described above.

If the school nurse or other medically trained individual determines that the injury, illness, or condition is non-life-threatening, first aid and or medical services will be provided onsite. The school nurse will notify the involved student's parent or guardian.

All faculty and staff must adhere to the following during all medical incidents:

- Standard Precautions must be followed at all times (**Attachment 2**)
- Avoid moving the ill or injured person, unless there is more danger if left there.
- Remain with the person until assistance arrives and remain calm.
- Direct other staff to manage bystanders.

***Faculty and staff who are involved in school-related activities outside of regular school hours will be keep copy of the medical emergency plan with them during all school-sponsored activities and events. The protocols will identify who is to be contacted during activities outside of the regular school hours.***

Incident Reports: Medical incident reports are completed by school nurse and school administrator when students or staff requires medical follow-up after an incident sustained on school property.

A Report of 911/Emergency Service Calls form is completed by school nurse and forwarded to DPH School Health Unit for data collection and analysis.

### **Cardiopulmonary Resuscitation (CPR) and First Aid Training**

Swampscott Public Schools in conjunction with local EMS provider offers training each year for designated school staff in cardiopulmonary resuscitation (CPR). Essential staff is also trained in first aid. The names of the individuals who have successfully completed training will be attached to the school's Medical Emergency Response Plan.

Swampscott High School offers CPR training on a voluntary basis to students during physical education classes at high school level.

### **Location of AEDs/Automated External Defibrillators:**

**Hadley School has a portable Automated External Defibrillators (AED) located on the wall across from the school nurse's station.**

The AED is readily accessible for campus-wide access during school hours, after-school activities, and public events held at the school. A map of the school's floor plan (Attachment 3) and a list of the school personnel who are trained in AED use (Attachment 4) are kept in the plan and updated as necessary. The school nurse is responsible for checking and documenting the status of the AED in her school building. The athletic trainer is responsible for doing the same for the AED assigned to him/her.

## **Medical Emergency Response Drills**

The school will conduct a medical emergency response drill in coordination with school evacuation or fire drills on an annual basis. The principal or designee will ensure that the Plan is reviewed after each drill and revised if necessary based on evaluation results to improve response effectiveness.

## **Procedure to protect children and adults from injury**

*Creating and maintaining clean, healthful, comfortable, and safe school facilities is no easy task, but it is a necessary and critical one. To the degree possible, schools should be sheltering, protective environments where risks of all kinds are minimized so that students and staff may concentrate on the important task of education. Keeping schools sanitary, hazard-free, and secure not only reduces risk of illness and injury but also improves academic performance, enhances the social climate, and promotes school connectedness.\**

Security: Camera and remote door locking system in place.

Disaster Planning: Crisis Response outlined in school Crisis Response Manual. Principal convenes team yearly. Crisis drills are practiced yearly.

Fire safety: Evacuation Drills conducted per Swampscott Fire Department regulations. Regular inspections conducted by same.

Playground Safety: Recess monitors are assigned and on duty each day. Playground equipment meets national safety standards. Weather conditions are monitored by school principal.

Staff Training: At the beginning of school year, nurses teach essential staff about Food Allergy Protocol/Use of Epi pen per DPH guidelines. Staff are taught prevention, signs of and treatment of choking.

Snow removal: Custodian staff is responsible for removing snow and ice on walkways not maintained by town.

Sanitation: School is cleaned daily.

\* Massachusetts School Health Manual Chapter 4

## Emergency Telephone Procedure 2012-2013

**Hadley School  
24 Redington Street  
Swampscott, MA  
781- 596-8847  
Principal: Stacy Phelan**

1. Call 911
2. Tell operator who you are
3. Specify:
  - A. type of emergency
    - Allergic Reaction
    - Unconscious
    - Difficulty Breathing
    - Chest Pain
    - Fall/possible broken bone
    - Diabetic Emergency
    - Seizure
  - B. child/adult
  - C. where located
  - D. entrance for ambulance/EMS to arrive
4. Send adult to meet ambulance and direct Team to emergency area
5. Call the School Nurse
6. Notify the Principal
7. Instruct office-call parent/family member.
8. School Nurse or designated staff will accompany victim to hospital unless parent is on the scene immediately.

**POISON CONTROL**

**1- 800 222-1222**

## Standard Precautions

Standard Precautions are thorough hand-washing, gloving in the presence of body fluids, and proper disposal of contaminated wastes.

They are routine use of appropriate precautions by the caregiver regardless of knowledge of germs present in the individual's blood, saliva, nasal discharges, vomit, urine, or feces prevents the transmission /spread of disease and protects the caregiver. When handling the discharges from another person's body, always use these precautions.

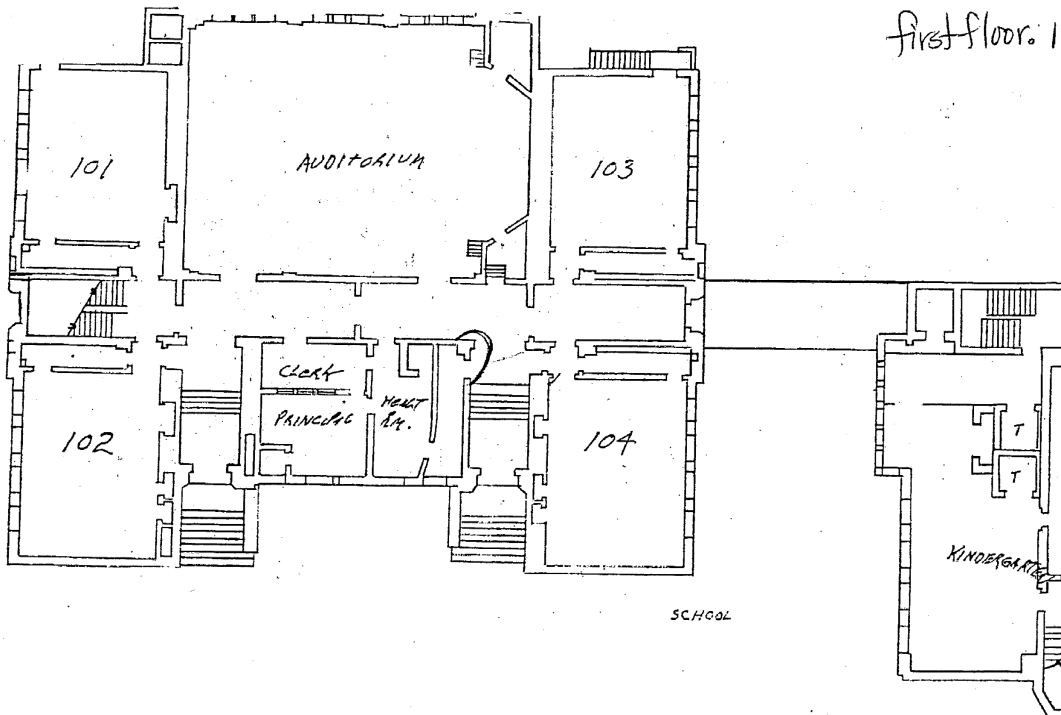
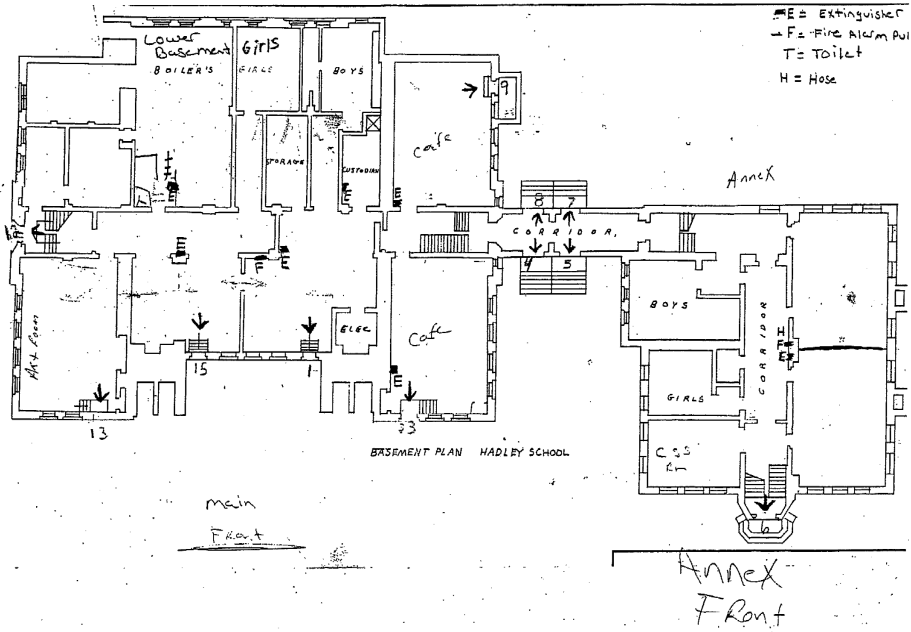
Use of Standard Precautions removes the need to know which persons are infected with which germs in the school setting.

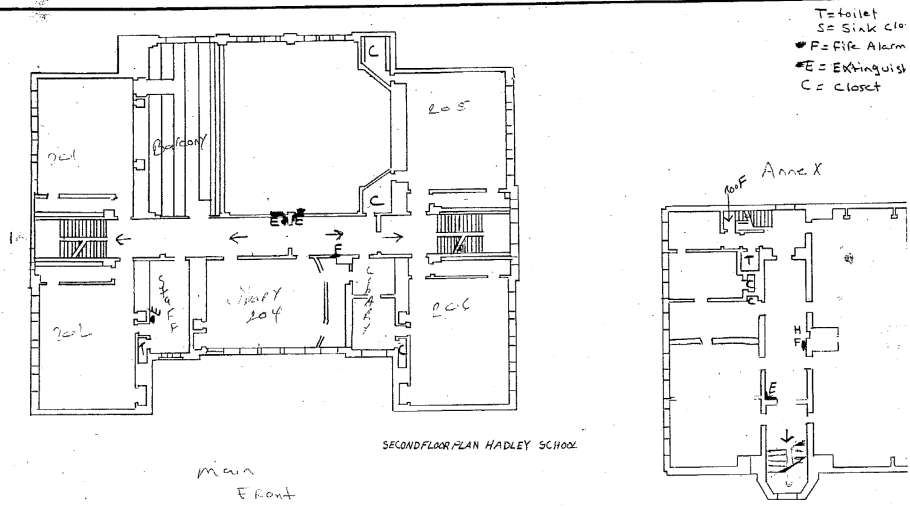
They are standard because they refer to steps that need to be taken in all cases.

They are precautions because they require foresight and planning and should be integrated into existing safety guidelines.

- Cover any and all open cuts or broken skin. Gloves and Band-Aids are provided to staff to use as needed.
- Refer individual to the school nurse when further assessment and care is needed and to document injury.
- Always wash hands after any contact with body fluids. This should be done immediately in order to avoid contaminating other surfaces or parts of the body.
- Treat human blood spills with caution. Call office to send the custodian for clean up of body fluids.

# Hadley Main







**BUILDING PERSONNEL CERTIFIED IN EMERGENCY  
ASSISTANCE**

**CPR ONLY:**

		<b><u>Ext:</u></b>	<b><u>Cell Phone</u></b>
Janell Cameron	exp 6/15	111	617-543-9086
Karen Gargan	exp 6/15	602	978-500-1200
Jason Knowles		402	413-575-2420
Tammy Phillips		106	781-248-3081

**FIRST AID & CPR CERTIFIED:**

Heather Carr	exp 8/15	306	781-710-0750
Alison Oxtan	exp 1/16	112	617-549-3513
Amanda White	exp 5/16	503	781-258-3798

**CPI (Crisis Prevention Intervention):**

Alison Oxtan Captain	1/17	112	781-549-3513
Tammy Phillips	1/17	106	781-248-3081
Jeff Harrington	11/16	501	978-618-3433
Rachel Eisenberg	6/17	120	617-202-8603
Jennifer Biron	1/17	305	774-929-5036
Holly Sheehan	6/17	606	
Jason Knowles	11/16	402	
Lauren Farrell	11/16	105	
Mandy Henry	11/17	403	
Rachel Eisenberg	120	120	
Catherine Porter	11/16	301	