

**UPPER CAPE COD  
REGIONAL TECHNICAL  
SCHOOL**

**MEDICAL EMERGENCY  
RESPONSE PLAN  
2016-2019**

**ACTIVATION OF M.E.R.P**  
**(MEDICAL EMERGENCY RESPONSE PLAN)**  
**UPPER CAPE COD REGIONAL TECHNICAL SCHOOL**  
**POSTED BY CLASSROOM PHONES**

**ACTIVATE MEDICAL EMERGENCY RESPONSE PLAN DURING SCHOOL DAY:**

- CALL SCHOOL OFFICE AT EXT. 200
- REPEAT NATURE OF EMERGENCY, VICTIMS IDENTITY, AND LOCATION TWICE.
- SCHOOL OFFICE NOTIFIES NURSE AND DEAN OF STUDENTS
- IF STUDENTS BEHAVIOR IS ESCALATING, NOTIFY DEAN OF STUDENTS OFFICE, AND REQUEST SAFETY & SECURITY SPECIALIST IMMEDIATELY.

**ACTIVATION OF MEDICAL EMERGENCY RESPONSE PLAN AFTER NORMAL SCHOOL DAY:**

- CALL SCHOOL OFFICE AT EXT. 200
- REPEAT NATURE OF EMERGENCY, VICTIM'S IDENTITY, AND LOCATION TWICE
- SCHOOL OFFICE PERSONNEL WILL NOTIFY ADMINISTRATOR ON DUTY
- ADMINISTRATOR WILL ASSESS SITUATION AND DIRECT OFFICE PERSONNEL TO CALL 911

**ACTIVATION OF MEDICAL EMERGENCY RESPONSE PLAN (WHEN SCHOOL OFFICE IS CLOSED)**

- IN A LIFE-THREATENING EMERGENCY OR FOR IMMEDIATE EMS/POLICE ASSISTANCE, FROM SCHOOL TELEPHONES DIAL 9, THEN 911, or USE PERSONAL CELL PHONE
- REPEAT NATURE OF EMERGENCY, VICTIM'S IDENTITY, AND LOCATION TWICE.
- CALL FOR ASSISTANCE FROM NIGHT CUSTODIAL SUPERVISOR

# UPPER CAPE COD REGIONAL TECHNICAL SCHOOL

## MEDICAL EMERGENCY RESPONSE PLAN

2016-2019

Upper Cape Cod Regional Technical School has developed this Medical Emergency Response Plan (Plan) as directed by Mass. General Laws Chapter 69, Section 8A as added by Chapter 77 of the Acts of 2012. Chapter 69, Section 8A- Each school committee shall ensure that every school under its jurisdiction has a written medical emergency plan to reduce the incidence of life-threatening emergencies and to promote efficient responses to such emergencies. The plan shall be in addition to the multi-hazard plan required under Section 363 of Chapter 159, Acts of 2000. Such plan shall be developed in consultation with members of the school community, including the school nurse, school athletic team physicians, coaches, trainers, local medical and other emergency responders, and other community partners. The purpose of the Plan is twofold:

1. To reduce the incidence of life threatening emergencies, and
2. To promote efficient responses to such emergencies.

The complete Plan has been posted in the school office, the nurse's office, and the athletic office. Protocols that include specific actions to take in case of a medical emergency have been posted in classrooms, locker rooms, gymnasium, and cafeteria and are provided to key staff. The complete Plan will be modified as needed and updated whenever there are physical changes to the school building(s). The Plan will be submitted to the Department of Elementary and Secondary Education every three years.

### Safety Assessment

To prevent injuries and accidents on school property, Upper Cape Tech follows Occupational Safety and Health Administration (OSHA) guidance. Prior to the opening of school each year, key school administrators and the facility manager conduct a safety assessment using the National Institute for Occupational Safety and Health (NIOSH) Safety Program Checklist for Schools. Safety guidelines are posted in all classrooms and Shops. Instructors from technical areas, academics, physical education, coaches as well as athletic trainers, the school safety and security specialist all contribute to educate students on specific safety precautions and injury prevention measures relevant to their disciplines, day to day interactions with other students, faculty, and visitors to Upper Cape Tech.

## **Community Emergency Responders**

School leaders and administrators have ongoing communication with fire and police chiefs as required under the Multi-hazard Evacuation Plan, developed under section 363 of Chapter 159 of the Acts of 2000. Law enforcement and fire/safety and EMS personnel have familiarized themselves with the school building layout. Emergency Medical Services has determined response times to all parts of the school building. Upper Cape Tech has developed a methodology for directing EMS personnel to any ill/injured individual(s) and to available Rescue equipment when they arrive in response to an emergency call for assistance. The school conducts a medical emergency response drill in coordination with school evacuation or fire drills. The first drill, which is announced in advance, occurs at the beginning of the school year.

## **911 Access**

- The school has dedicated landlines that connect to 911.
- Key personnel, including those involved in after school and extracurricular activities have been issued, or have access to two way radios/cell phones to call for Emergency Response.
- Medical Emergency Response protocols and two way radios are on all vehicles owned by Upper Cape Tech.
- First Student and Cape Destinations School Buses contracted by Upper Cape Tech for daily student transportation are equipped with two way radios operating on Upper Cape Tech's assigned frequency.
- Contract and Upper Cape Tech employee bus drivers are familiarized each year with Upper Cape Tech Transportation Emergency Response and Medical Emergency Response protocols.
- School Staff may utilize cell phones if landlines or radios are not available.

## **Contact Information**

Upper Cape Tech maintains an updated list of key faculty and staff; with phone numbers and a phone tree that indicates when each individual is to be contacted during a medical emergency and their respective roles, such as directing EMS, providing first aid, supporting students, and providing class coverage. This information is available in the school office and the school nurse's office.

Upper Cape Tech maintains an updated list of community-based providers that includes the names and telephone numbers of mental health professional who can provide long and short term

mental health services following incidents and emergencies. This resource information is available in the school office.

The school office will contact 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. Students, faculty, and staff are instructed to provide updated contact information as needed to the main office.

### **Medical Emergency Response Protocols**

Upper Cape Tech's Medical Emergency Response Protocols are contained within the School Crisis Multi-Hazard Response book (Medical Emergency) issued electronically to every faculty member. The Medical Emergency Response Protocols are available on the school website, issued to all staff electronically, all vehicles, all perimeter buildings, and are additionally are posted in the school office, nurse's office, classrooms, locker rooms, athletic office, gymnasium, cafeteria, and public access areas on school property with instructions on how to activate local Emergency Medical Services. (EMS)

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

- Contact the school nurse and the school office
- Escort an injured student/staff who is ambulatory to the nurse's office or notify the nurse if the person cannot be moved, or is unable to move.

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

Upper Cape Tech's Medical Emergency Response will proceed as follows:

- School nurse will assess the condition of the person(s) to determine the category of injury, illness, or condition:
  1. **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.
  2. **Serious or potentially life threatening or potentially disabling:** Burns, major multiple fractures, and insect bites (e.g. if allergic) are examples of this category.
  3. **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, stomachache, headache, seizures, fractures, cuts). The nurse will evaluate the incident and make decisions regarding further treatment. The 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 nurse will inform the main office personnel to:

- Call EMS (911) using a dedicated emergency phone line and provide the location of the injured or ill person and available rescue equipment.
- Activate the medical emergency contact list to use designated school staff in their respective roles (as outlined in the Upper Cape Tech Crisis handbook, Medical Emergency tab)
- Direct designated school staff to remain stationed at the specific location on school property where the medical incident occurred and greet emergency responders upon arrival, providing as much information as possible, and any updates on the situation. EMS response time to the school is estimated at 3-5 minutes and 4-6 minutes to reach the Barry Motta Sports Complex fields.
- Notify the parent/legal guardian of the student or the emergency contact for faculty/staff and inform him/her that the person is ill or has been injured and is being transported to a hospital (state which Hospital) if this information is known at the time of the call.

If the 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 listed on previous page.

If the injury, illness, or condition is later determined by the school nurse, or other trained personnel to be minor, the EMS call will be canceled by the administrator in charge.

If the nurse or any other medically trained individual determines that the injury, illness, or condition is non-life-threatening, first aid and or medical services will be provided on site. School office personnel will notify the involved student's parent/guardian.

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

- Standard Precautions must be followed at all times (see Definitions).
- Avoid moving the ill/injured person, unless the scene remains dangerous/toxic/hazardous to injured person and first responders.
- 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 trained in the medical emergency response protocols and keep a copy of the protocols with them during all school-sponsored activities and events. The protocols identify who is to be contacted during activities outside of the regular school hours.

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

Upper Cape Tech has arranged with the local Red Cross, to provide training for designated school staff in cardiopulmonary resuscitation (CPR) and first aid, in accordance with the recommendations from the DPH \*. The names of the individuals who have successfully completed training will be posted with the plan.

Upper Cape Tech also offers CPR training to all Grade 9 students, and other students. In addition, first aid classes will be available through local Red Cross.

### **Medical Emergency Response Drills**

Upper Cape Tech conducts medical emergency response drills in coordination with school evacuation or fire drills. The first drill, which is announced in advance, occurs at the beginning of the school year. Prior to this drill, the entire student population will be informed about the purpose, scope, and importance of a Medical Emergency Response Drill by faculty members in a classroom or technical area. Other drills are conducted periodically during the school year. The Principal, Nurse, and Safety & Security Specialist will ensure that the Plan is reviewed after each drill; and revised if necessary based on evaluation results to improve response effectiveness.

### **Automated External Defibrillators (AEDs)**

Upper Cape Tech has six Automated External Defibrillators (AED's)

#### **Locations:**

1. *School - Main Lobby*
2. *Gymnasium*
3. *Wall between Boys & Girls restrooms opposite Carpentry Shop.*
4. *Marine Services Building (wall in front of Teachers station by welding area).*
5. *LPN/ELC Building (located behind Receptionist desk in Lobby)*
6. *Portable unit (maintained by Athletic Trainer).*

All units (except portable) are contained in wall mounted metal boxes, with clear window in the front. The AEDs are located in sites that make them readily accessible for school wide access during school hours, after-school activities, and public events held at school. The number is sufficient for the school population. A list of school personnel and volunteers who are trained in AED use, a floor plan of Upper Cape Tech, and instructions on communicating in emergencies are in the same locations and included in the Plan. The nurse is responsible for checking and documenting the status of the AEDs in accordance with manufacturer's recommendations.



## DEFINITIONS

The following definitions are from the Massachusetts School Health Manual and other sources.

**After Action Review (AAR)** - Assessment after an emergency to evaluate response and procedures

**Automated External Defibrillator (AED)** – An automated external defibrillator is a lifesaving device to treat victims of sudden cardiac arrest. The defibrillator is designed to quickly and easily provide an electric shock that restores the victim's normal heart rhythm.

**First Aid**- First Aid is the immediate and temporary care given to an injured or ill person.

**National Institute for Occupational Safety and Health (NIOSH)** - The National Institute for Occupational Safety and Health is the federal agency responsible for conducting research and making recommendations for the prevention of work-related injury and illness.

**Occupational Safety and Health Administration (OSHA)** – The Occupational Safety and Health Administration develop, distributes, and enforces protective workplace safety and health standards.

**Standard Precautions** – Standard Precautions are thorough hand-washing, gloving in the presence of body fluids, and proper disposal of contaminated wastes. The routine use of appropriate precautions by the caregiver regardless of knowledge of germs present in the individual's blood, saliva, nasal discharge, vomit, feces, or urine prevents the transmission or spread of disease and protects the caregiver. When handling the discharges from another person's body, always utilize these precautions. Use of Standard Precautions removes the need to know which persons are infected with which germs in a school setting.

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## **LOCATION OF EMERGENCY DEVICES – AEDs**

### **The six Automated External Defibrillators (AED's) are located:**

- 1. School Main Lobby.*
- 2. Gymnasium (window wall nearest Boys Locker Room).*
- 3. Wall between Boys & Girls restrooms opposite Carpentry Shop.*
- 4. Marine Services Building (wall in front of Teachers station by welding area).*
- 5. LPN/ELC Building (located behind Receptionist desk in Lobby)*
- 6. Portable Unit (maintained by Athletic Trainer).*

**IF A SPORTS INJURY OCCURS AFTER SCHOOL, IT IS THE RESPONSIBILITY OF COACHES TO NOTIFY THE ATHLETIC DIRECTOR WHO WILL IN TURN NOTIFY THE ATHLETIC TRAINER.**

**The following is a roster of Upper Cape Cod Regional Technical School staff that may be called upon in an emergency:**

### **CPR/AED/FIRST AID TRAINED**

Lisa Schmitt, School Nurse x. 208 /notify via radio #8

All Health Technology Instructors x.127/128

All Coaches

Athletic Trainer

Edward Osgood x. 206/ notify via radio #5

### **TRAINED IN PHYSICAL RESTRAINT**

Edward Osgood x. 206/ notify via radio UCT #5

### **TRAINED IN CONFLICT RESOLUTION**

Elizabeth Griffin x. 248/notify via radio UCT #19

## Upper Cape Cod Regional Technical School

### Medical Emergency Response Plan

#### Appendix 1- Contact Information

**School District:** Upper Cape Cod Regional Technical School

**Superintendent:** Robert Dutch

**Email:** [bdutch@uppercapetech.org](mailto:bdutch@uppercapetech.org)

**Phone:** 508.759.7711 x 201

**School:** Upper Cape Cod Regional Technical School

**School Address:** 220 Sandwich Road, Bourne, Mass 02532

**School Principal:** Roger Forget

**Email:** [rforget@uppercapetech.org](mailto:rforget@uppercapetech.org)

**Phone:** 508.759.7711 x 203

**Contact person:** Edward Osgood, Safety & Security

**Email:** [eosgood@uppercapetech.org](mailto:eosgood@uppercapetech.org)

**Phone:** 508.759.7711 x 206