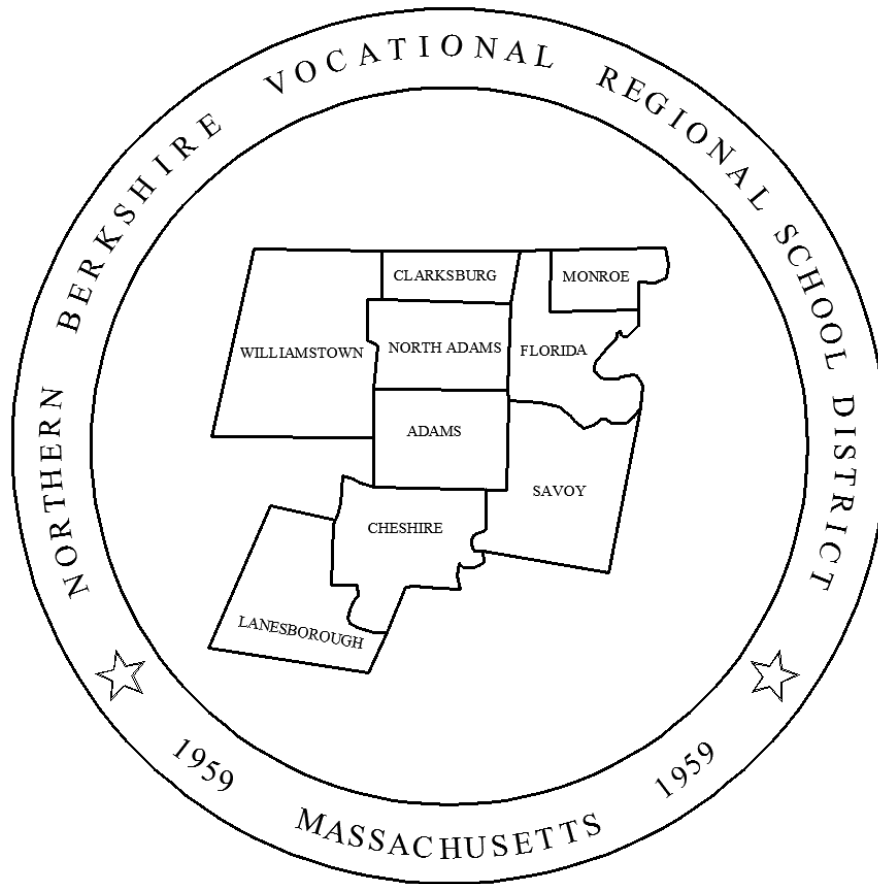


Northern Berkshire Vocational Regional School District

McCann Technical School



Medical Emergency Response Plan

2023-2024

**NORTHERN BERKSHIRE VOCATIONAL REGIONAL SCHOOL DISTRICT
McCANN TECHNICAL SCHOOL
MEDICAL EMERGENCY RESPONSE PLAN**

The Northern Berkshire Vocational Regional School District (McCann Technical School) is committed to providing a safe environment, maintaining the facility and grounds to minimize accidents and to provide for a well-trained staff competent to execute our Emergency Medical Response Plan. This plan incorporates the “Code 1000” emergency notification system, our concussion policy, training in CPR, and the AED use procedures policy.

CODE 1000

- (1) McCann Technical School has established a rapid communication system linking all parts of the building with a phone in every room and shop area. Our outdoor facilities and practice fields which are close to our main building are linked to the system by cell phones. Emergency protocols have been established including Code 1000, our Concussion policy, and our AED policy. Members of our faculty and coaches are CPR/AED certified and an EMT is on site at all major athletic events.
- (2) A quick-reference guide to the Code 1000 procedures is posted in every room.
Appendix (A)
- (3) The detailed steps of a Code 1000 are as follows:

In the event of a medical emergency within the building during the school day:

- Call operator at extension 107 or 106 and state the location and nature of the emergency.
- Code 1000 announcement will be made throughout the building.
- Code 1000 team will respond to the site and determine if EMS should be contacted.
- If EMS is required dial 9 then 911, state location and nature of emergency.

In the event of a medical emergency at an off campus site:

- Call EMS, 911, state location and nature of emergency.
- Call operator at (413) 663-5383 ext. 106/107 to report incident.
- Remain on site until principal arrives.
- Principal will ensure parents are notified.

- Principal will conduct after action review.

In the event of a medical emergency at an athletic practice or competition where an EMT is not present:

- Call EMS, 911, state location and nature of emergency.
- Call operator at (413) 663-5383 ext. 106/107 to report incident.
- Remain on site until principal arrives.
- Principal will ensure parents are notified.
- Principal will conduct after action review.

In the event of a medical emergency in the evening or non-school times:

- Call EMS, 911, state location and nature of emergency
- Call principal cell 413-822-2579 to report incident.
- Remain on site until principal arrives.
- Principal will notify next of kin of incident
- Principal will conduct after action review.

CONCUSSION POLICY

Purpose

This policy provides for the implementation of MA 105 CMR 201.000, *Head Injuries and Concussions in Extracurricular Athletic Activities*. The policy applies to all public middle and high school students who participate in any extracurricular athletic activity. This policy provides the procedures and protocols for McCann Technical School in the management of and prevention of sports-related head injuries within the district. Review and revision of this policy is required every two years.

Pre-participation Requirements and Training

Concussion training is a pre-participation requirement for all students and must be completed prior to practice or competition. The following persons shall annually complete one of the head injury safety training programs approved by McCann Technical School.

- Coaches
- Volunteers
- School and team physicians
- School nurse
- Athletic director
- Parents of a student who participates in an extracurricular athletic activity
- Students who participate in an extracurricular athletic activity

This requirement may be met by:

- completing an approved online program listed on the website and pre-participation questionnaire, and providing a certificate of completion to the athletic director,
- signing an acknowledgement that they have read and understand written materials provided to them by the athletic director, or
- attending a McCann Technical School sponsored training session and signing the attendance roster.

The athletic director will keep all certificates, signed acknowledgements and training session rosters for three years.

The training must be repeated every subsequent year.

Additionally, students who plan to participate in extracurricular athletic activities and their parents must complete and sign the *Pre-participation Head Injury/Concussion Reporting Form* prior to each season of participation. The questionnaire will be distributed through the athletic department and may also be obtained in the health office. The questionnaire will be reviewed by the school nurse prior to athletic participation. The school nurse will provide appropriate follow-up when necessary. Annually, students are also required to provide a physical exam to the school nurses' office. No student shall be medically cleared for extracurricular athletic activities until the school nurse has reviewed both the questionnaire and physical exam. The school nurse shall consult with the school physician as necessary regarding a student's medical history and or eligibility.

McCann may use a student's history of head injury or concussion as a factor to determine whether to allow the student to participate in an extracurricular athletic activity or whether to allow such participation under specific conditions or modifications.

Additional parental requirement:

If a student sustains a head injury or concussion during the season, but not while participating in an extracurricular athletic activity, the parent shall complete the Report of Head Injury Form and submit same to the school nurse.

Exclusion from Play

- Any student, who during a practice or competition, sustains a head injury or suspected concussion, or exhibits signs and symptoms of a concussion or loses consciousness, even briefly, shall be removed from the practice or competition immediately and may not return to the practice or competition that day.
- The student shall not return to practice or competition unless and until the student provides medical clearance. The coach or athletic trainer shall provide the necessary forms for the student to take to their medical provider.
- The coach shall communicate the nature of the injury directly to the parent in person or by phone promptly after the practice or competition in which a student has been removed from play due to a head injury, suspected concussion signs and symptoms of a concussion, or loss of consciousness.
- The coach or his or her designee shall communicate, by the end of the next business day, with the athletic director and school nurse that the student has been removed from practice or competition for a head injury, suspected concussion, signs and symptoms of a concussion, or loss of consciousness.

Return to Play

The *Return to Play* plan shall include the academic recovery plan recommendations from the physician and the return to play protocol of the school nurse.

Students must be symptom free and medically cleared in order to return to play. The following individuals may authorize a return to play:

- A duly licensed physician,
- A duly licensed certified athletic trainer in consultation with a licensed physician;
- A duly licensed nurse practitioner in consultation with a licensed physician, or
- A duly licensed neuropsychologist in coordination with the physician managing the student's recovery.

Final return to play requires the approval of the school nurse.

Athletic Director Responsibilities

The Athletic Director participates in the biannual review and revision of the policy.

The Athletic Director completes an annual training.

The Athletic Director shall:

- Ensure the training of coaches, staff, parents, volunteers and students;

- Maintain certificates of completion, attendance rosters, and signed affidavits;
- Ensure that the medically cleared list is provided to all coaches, assistants, and volunteers and that no student participates without this clearance;
- Ensure the *Pre-Participation Head Injury/Concussion Reporting* and *Report of Head Injury Form* are completed by parents or coaches and reviewed by the school nurse;
- Ensure that athletes are prohibited from engaging in any unreasonably dangerous athletic technique that endangers the health or safety of an athlete, including using a helmet or any other sports equipment as a weapon;
- Maintain records of annual trainings, completions, affidavits, and/or attendance rosters for three years.
- Communicate with the coaches regarding player progress and notify the coaches when medical clearance is received.
- Report annual statistics to the Department of Public Health.
 - The total number of Head Injury Reports received from both coaches and parents;
 - The total number of students who incur head injuries and suspected concussions when engaged in any extracurricular athletic activities.

Coach Responsibilities

The coach completes the annual training and provides the athletic director with a certificate of completion.

The coach reviews the pre-participation information provided by the school nurse regarding a student's history and/or risk of head injury.

The coach shall:

- Identify athletes with head injuries or suspected concussions that occur in practice or competition and remove them from play.
- Complete the Report of Head Injury Form upon identification of a student with a head injury or suspected concussion that occurs during practice or competition;
- Promptly notify parent of any student removed from practice or competition and provide same notification in writing or electronically by the end of the next business day;
- Promptly notify the athletic director and school nurse of any student removed from practice or competition;
- Teach techniques aimed at minimizing sports-related head injury;
- Discourage and prohibit athletes from engaging in any unreasonably dangerous athletic technique that endangers the health or safety of an athlete, including using a helmet or any other sports equipment as a weapon.
- Once a player is cleared to return to play, the coach is responsible for following a graduated return-to-play protocol.

School Nurse Responsibilities

The school nurses complete the annual training.

The school nurses participate in the biannual review and revision of the policy.

The school nurse shall:

- Review all pre-participation questionnaires;
- Review all annual physical exams;
- Review all Report of Head Injury reports;
- Maintain all questionnaires, physical exams, Report of Head Injury forms and any other pertinent medical information in the student health record.
- Share on a need to know basis any head injury information regarding a student that may impact their ability to participate in extracurricular athletic activities or places a student at greater risk for repeated head injuries;
- Participate in the reentry planning for students to discuss any necessary accommodations or modifications with respect to academics, course requirements, homework, testing scheduling and other aspects of school activities consistent with a graduated reentry plan for return to full academic and extracurricular athletic activities after a head injury and revising the health care plan as needed;
- Monitor recuperating students with head injuries as needed and collaborate with guidance counselors to ensure that the graduated reentry plan is being communicated.
- Provide ongoing educational materials on head injury and concussion to teachers, staff and students.

Record Maintenance

McCann Technical School shall maintain the following record for three years:

- Verifications of completion of annual trainings;
- Pre-participation Questionnaires;
- Annual physical exams;
- Head Injury Reports;
- Concussion Return to Play Protocols for injured students;

These records will be made available to the Department of Public Health and DESE upon request or in connection with any inspection or program review.

AUTOMATED EXTERNAL DEFIBRILLATOR (AED) USE/CPR TRAINING

This policy is designed to direct trained responders in the district to deliver early defibrillation to victims of sudden cardiac arrest. Use of an automated external defibrillator (AED) is intended to maximize the chance of survival based upon steps taken during the critical minutes before the emergency service providers arrive and assume responsibility for care of the patient. Each year approximately 250,000 people die from sudden cardiac arrest. The chance of survival decreases an estimated 10% each minute with defibrillation even when prompt bystander cardiopulmonary resuscitation is initiated. All AED responders are required to have current documentation of successful completion of a course in basic life support that includes cardiopulmonary resuscitation (CPR) and the use of AEDs according to standards and guidelines of the American Heart Association or an equivalent program as offered by the American Red Cross. Employees will be offered the opportunity to receive training. Employees will only be held to the standards of "Good Samaritan" status and shall only be expected to use an AED if they have successfully completed the CPR/AED training and feel confident using the device. Maintenance and status checks will be conducted according to the requirements of the AED manufacturer's operating instruction manual for detailed maintenance information and instruction. Documentation of maintenance and status checks will be maintained in the nurse's office for a period of two years.

1. McCann Technical School is located in close proximity to all emergency medical services. We are serviced by a 911 emergency system. Our police station is 5 minutes away or 2.93 miles from our campus, an Emergency Room and ambulance service is 7 minutes away or 3.42 miles, and the hospital is 29 minutes away or 17.78 miles. Our fire department is not a volunteer fire department and is 5 minutes away or 2.93 miles.
2. McCann has a list of contacts and telephone numbers to be called in case of any medical emergency, including names of experts to help with post-event support.

Medical Emergency Contact List

Name	Title	Phone Extension	Phone Number
James Brosnan	Superintendent	101	413-822-2580
Justin Kratz	Principal	104	413-822-2579
Keith Daigneault	Assistant Principal	105	413-822-2581
Kristin Steiner	Director of Student Services	109	413-663-5696

Post –event support

Chad O'Neill	Counselor	113	413-663-2865
Sarah Avery	Counselor	114	413-232-7822
Katie Atutis	Counselor	112	413-281-4602
Dr. Jeremy Sullivan			413-398-5064

3. McCann Technical School works directly with our ambulance service, fire department and police department and all have maps of our campus. In addition, our principal/assistant principal or designee will report to the scene and supply escort to emergency/ambulance personnel if needed.

4. Additional safety precautions to prevent injuries are also in place in our building. Eye wash stations are installed in designated shop areas, science laboratories and the kitchen area. All classrooms and shop areas have phones. Fire extinguishers are available throughout the building. Appropriate electrical shut offs have been installed on equipment in shop areas and the kitchen. All students in shop areas have OSHA and safety training at the beginning of each school year for their respective shop area.
5. McCann Technical School provides training in cardiopulmonary resuscitation, first aid and AED use for teachers, athletic coaches, students, and other school staff annually. Our school nurse is a certified instructor. The school has six portable automated external defibrillators. One is located in the nurse's office another is located on the cafeteria wall near the south entrance to the gymnasium and additional AED's are carried on all athletic or activity bus rides. The CPR training provided by the school nurse also includes training in the use of the AED.

Heartsaver CPR/AED certification

CPR/AED certification classes (certification valid for 2 years):

Instructor: Meghan Kaiser (March 2022 – March 2024)

During FY21 and FY22 all teachers, support staff and coaches were trained in CPR/AED. Our school nurse is instructor certified and schedules ongoing classes to ensure that the CPR/AED certifications of staff are kept up to date. We will continue to offer recertification classes during FY23 and FY24 and ensure that all new personnel are trained and certified. All staff were also trained in emergency first aid.

APPENDIX A

P L E A S E P O S T

EMERGENCY CODE PROCEDURE
(REQUIRING POSSIBLE MEDICAL ATTENTION)

In the event of an *EMERGENCY involving an employee or student, call the operator at extension “107” and say, **“CODE 1000” AND INDICATE THE EXACT LOCATION OF THE PROBLEM.** Room number or area of school is all that is necessary. The operator will then relay the exact same message over the public address system.

Once the emergency code is announced, all nurses in the building, along with designated faculty members proficient in CPR or with first responder skills, will respond.

Please remember, immediately alert the operator by stating **CODE 1000 AND THE ROOM NUMBER OR AREA OF THE BUILDING ... NOTHING MORE.**

***EMERGENCIES:** LOSS OF CONSCIOUSNESS
 LARGE AMOUNT OF BLOOD LOSS
 IMPALED OBJECT
 BURNS OF THE FACIAL AREA
 AMPUTATION
 AIRWAY OBSTRUCTION (CHOKING)
 ABSENCE OF PULSE
 BLOWS (HEAD, CHEST, ABDOMEN)

NOTE: Should there be an emergency outside of normal school hours, **you will need to call 911.** On our phone system you need to first access an outside line. All shop areas, the teachers’ rooms, and the gym phones have outside lines. **To get emergency aid you need to press 9 then 911.**