

Medical Emergency Response Plan
Henry B. Burkland Elementary School
41 Mayflower Avenue
Middleborough, MA. 02346
508-946-2040

Brian Lynch, Superintendent of Schools	508-946-2000
Derek Thompson, Principal	508-946-2040
Greg Thomas, Assistant Principal	508-946-2040

The Henry B. Burkland Elementary School has developed this Medical Emergency Response Plan in consultation with members of the school community, including the school nurse, nurse leader, Principal, Assistant Principal, physical education teachers, school adjustment counselor, school psychologist, local medical and other emergency responders. The purpose of this plan is to reduce the incidence of life-threatening emergencies and promote efficient responses in the event of a medical emergency.

The complete Plan has been posted in the school's main office, the school nurse's office, and the physical education office. Protocols for action in a medical emergency have been posted in classrooms, locker rooms, gymnasium, pool, and cafeteria. The plan will be updated and modified as needed, at a minimum yearly, and will be submitted to the Department of Elementary and Secondary Education every three years.

Safety Assessment

To prevent injuries and accidents on school property, the school district follows Occupational Safety and Health Administration (OSHA) guidance.

911 Access

The school has a dedicated landline that can connect directly to 911 and key personnel, including those involved in after-school and extracurricular activities, have access to a landline phone or a cell phone that can directly access 911.

Contact Information

The school maintains an updated list of key faculty and staff, with contact information, that indicates each individual who may be accessible for assistance in the event of a medical emergency.

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 psychologist's office, school adjustment counselor's office, and school nurse's office.

The school's main 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. Faculty and staff are directed to provide updated contact information as needed to the school's main office.

Medical Emergency Response Protocols

The school's Medical Emergency Response Protocols are posted in the main office, the school nurse's office, classrooms, athletic office, locker rooms, gymnasium, pool, cafeteria, and public areas on campus with instructions on how to activate the medical response plan.

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

- Contact the school nurse and the main office; and
- Escort and injured/ill person who is ambulatory to the school nurse's office or notify the main office or the school nurse if the person cannot be moved.
- The main office will ensure that the faculty or staff member will be directed to remain with the injured/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 the injury, illness, or condition:
 1. **Life-threatening or potentially disabling:** The kind of injury, illness, or condition that requires immediate medical intervention and can be potentially fatal. Examples of this category include airway and breathing difficulties, cardiac arrest, and chest pain.
 2. **Serious or potentially life-threatening or potentially disabling:** This kind of injury, illness, or condition may result in a life-threatening situation or may result in permanent damage and must be treated as soon as possible. Examples of this category include major fractures and burns.
 3. **Non-life-threatening:** This kind of injury, illness, or condition may affect the general health of a person. Examples of this category include mild or moderate fever, stomachache, headache, seizure, fracture, and cuts. The school nurse will assess the person and determine the need for 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:
 1. Call EMS (911) using the dedicated emergency phone line and provide the location of the injured or ill person.
 2. Activate the medical emergency contact list to use designated school staff in their respective roles.
 3. Direct designated school personnel to remain stationed at their specific location on campus where the medical incident occurred and greet emergency responders upon arrival. EMS response time to the school is estimated at 5 minutes, barring unforeseen delays.
 4. 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 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, the main office staff will notify the administrator in charge. The administrator will assess the situation and direct main office staff to call 911 in the event of a potentially life-threatening or potentially disabling injury, illness, or condition.

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. Main office staff will notify the involved student's parent or guardian of the incident if the school nurse is not present.

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

- Standard Precautions must be followed at all times (Universal Precautions).
- 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 have been 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 regular school hours.

Cardiopulmonary Resuscitation (CPR) and First Aid Training

Local Red Cross, fire department and emergency responders can provide training in CPR and first aid per request. The names of individuals who have successfully completed training will be posted with the Plan.

Medical Emergency Response Drills

The school conducts a medical emergency response drill in coordination with school evacuation and fire drills. The first drill occurs at the beginning of the school year with other drills conducted periodically during the school year.

Automated External Defibrillators (AEDs)

The school has three AEDs. One is located outside the main office in the hallway, the second is located in the gymnasium entrance, and the third is located outside the pool entrance. A list of school personnel who are trained in AED use, a map of the school's floor plan, and a copy of the school's Medical Emergency Response Plan are located at each of these locations. Only persons trained and certified in the American Heart Association Heartsaver Program may have access to and use the AED during regular school hours and after school. The school nurse is responsible for checking and documenting the status of the AEDs in accordance with manufacturer's recommendations. The athletic trainer is responsible for doing the same for the AED assigned to athletic teams that travel. The district nursing supervisor ensures that the AED unit is maintained according to the manufacturer's recommendations.

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Derek Thompson, Principal
Greg Thomas, Assistant Principal
Laurie Perkins, School Nurse

Activation of Emergency System

TO CONTACT THE NURSE IN A MEDICAL EMERGENCY USE THE FOLLOWING PROCEDURE:

- Dial ext. 4304 or ext. 4308 if you have access to a telephone and request the nurse stating your location and the nature of the emergency
- Use the classroom intercom system to alert the main office and request the nurse stating your location and the nature of the emergency
- Call the nurse directly by dialing ext. 4306 or if you have access to a 2-way radio stating your location and the nature of the emergency
- Call the following staff who will notify the nurse via radio
 - Derek Thompson x4300
 - Greg Thomas x4302
 - TBD x4304
 - TBD x4308

In the event of a **life-threatening emergency** or for immediate police assistance, notify the main office to call 911. The office staff will notify a parent/guardian.

If student's behavior is escalating, notify administration for assistance using the above listed extensions. If you do not have access to a telephone, notify administration using the intercom system.

Location of Emergency Devices

Automated External Defibrillators (AED's) are located on the wall outside the main office, the gym, and the pool entrance.

School EpiPens are located in the storage compartment on the wall in the Nurse's office, in the PE office and in the cafeteria.

AFTER SCHOOL HOURS

For assistance with first aid or administration of an EpiPen, please refer to the attached list of trained staff.

For **life-threatening emergencies** or **immediate police assistance**, Dial **911** directly from black phone or call the main office to report the incident and call 911.

The following is a list of Henry B. Burkland staff trained to help in the event of an emergency. They may be contacted by calling the main office at ext. 4304 or ext. 4308. The office staff will then use the intercom system to contact the trained staff member for assistance. If the staff member has a direct extension, he/she may be contacted directly by dialing the extension.

CPR Trained/ First Aid Trained			
Laurie Perkins	Ext: 4306		Graham Whitelaw Gym – Ext: 4329
Chris Phenix	Gym- Ext 4329		

TRAINED IN PHYSICAL RESTRAINT AND CONFLICT RESOLUTION		
Collette Brady	Brandy Borromeo	Jennie Teceno
Andraeh MacDonald	Erin Doak	Lisa McDonald
Tina Galvin	Kate Cooney	Jami-Lynn Stebbins
Laura Mansfield	Kim Redlon	

EpiPen Trained

All of the staff participated in EpiPen training. Training is provided and updated yearly. The following is a list of staff who may be more available after school hours.

Derek Thompson 4300
 Greg Thomas 4302

** The Medical Emergency Response Plan will be reviewed by an appropriate committee on an annual basis and updated forms will be provided for each classroom.