

**Medical Emergency Response Plan**  
**Mary K. Goode Elementary School**  
**31 Mayflower Avenue**  
**Middleborough, MA. 02346**  
**508-946-2045**

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The Mary K. Goode 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**

911 can be called from any black phone in the building. There will be a 3 to 5 second delay once 911 is dialed. 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 the 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.

# **Medical Emergency Response Plan Mary K. Goode Elementary School**

Lisa White, Principal

Jonathan Weinberg, Assistant Principal

Kelly Santos, School Nurse

## **Activation of Emergency System**

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

- Dial ext. 4460 or ext. 4420 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 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
  1. Lisa White                      x4422
  2. Jonathan Weinberg        x4421
  3. Lyn Sullivan                    x4420
  4. Joy Deggendorf            X4460

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 office, the gym, and the pool entrance.

**School EpiPens** are located in the nurse's 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 (there will be a 3-5 second delay) or call the main office to report the incident and call 911.

The following is a list of Mary K. Goode staff trained to help in the event of an emergency. They may be contacted by calling the main office at ext. 4460 or ext. 4420. 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/FIRST AID TRAINED

Lisa White	X4422		
Stacey Young	X4329	Nicole Cobb	X4704
Kelly McLaughlin	X4329	Kelly Santos	X4423

TRAINED IN PHYSICAL RESTRAINT AND CONFLICT RESOLUTION

Kim Redlon	Tara Williamson	Sarah Giardino
Laura Mansfield	Tara Rose-Chartier	
Jennifer Ruscher	Michelle Norton	
Brittany Silva	Nicole Cobb	
Kristine Green	Laurie Boutin	
Taylor Pavao	Karen Rusciano	

EpiPen Trained

The staff participated in an online EpiPen training in September of 2018. Training is provided and updated yearly. The following is a list of staff who may be more available after school hours.

Kelly McLaughlin	Jean Skelly	Karen Rusciano
Tara Chartier-Rose	Michelle Beaudoin	Kelly Santos
Stacy Young	Mehan Larson	MaryEllen Solomini
Katie Cook	Susan Cornell	Doug Williams
Nicole Cobb	Nicole Nickerson	
Kisa Davol	Michelle Norton	
Rosemary Duphily	Nicole Fantasia	
Mary Beth Ehney	Kristine Green	
Joy Deggendorf	Eileen Penney	
Sarah Giardino	Sandra Maloney	
Amy Magnett	Colleen Randall	
Jessica Hilton	Megan Grady	
Donna Germano	Jessica Hilton	
Amanda Hilton	Kimberly Redlon	
Kimberly Hokanson	Breanne Vigeant	
Vickie Stuart	Susan Vigneaux	
James O'Brien		

\*\* 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.

