



## Lawrence W. Pingree Elementary School

### Weymouth Public Schools

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## Medical Emergency Response Plan

All staff shall have access to phoning the main office for assistance. When taking students out on the campus for physical education or outside education, a radio must accompany the staff member in order to be able to contact the offices for help. When leaving the campus with students, a staff member must have a cellphone.

In the event of a medical emergency at Lawrence W. Pingree Primary School, staff will contact the main office. The office will notify the nurse and the principal.

The nurse and principal will respond to the location, first responders may make the determination to call 911, if injured or ill party is responding wait for nurse to evaluate before calling 911.

Office staff will respond to scene with the AED when indicated. The AED is located across from the main office on the wall. The AED is housed in an unlocked alarmed cabinet.

Emergency medical service response time to any location on the school campus is less than 5 minutes.

When 911 are called they will be directed to the closest door to the incident, all exterior doors are numbered for this reason. A map of those doors will be located in the main office and the health office. Each classroom will have the closest door posted by the phone. A staff member will be directed to the door to wait for the ambulance to arrive and direct EMS to the scene. Once EMS arrives staff will assist as directed.

Emergencies taking place during extracurricular events on and away from the campus: staff in charge must have access to cellphones to dial 911. When the school nurse is not available after school and there is any doubt about calling 911-CALL 911

Debriefing should occur within twenty four hours of the incident. If it is determined that post-emergency emotional support is required the School Psychologist 781-337-2974 ext. 35311 will provide guidance. Lawrence W. Pingree Primary School maintains an up to date crisis team list located in the main office.

CPR classes will be held monthly at Weymouth High School and can be accessed by emailing Elizabeth Harris at [betsy.harris@weymouthschools.org](mailto:betsy.harris@weymouthschools.org) The schedule will be determined annually in September. A list of CPR trained staff members will be maintained by the school nurse in each building.

Teachers will review safety education with students at the beginning of each year and as needed. Each student and staff member in the school has access to the Weymouth Public Schools Handbook containing written policies and procedures for safety and injury prevention.

This response plan will be practiced once during each semester. It will be evaluated and modified as needed, at least every year.