



Advanced Math and Science Academy Charter School MEDICAL EMERGENCY RESPONSE PLAN

Date: June 1, 2024

School District: Advanced Math and Science Academy Charter School

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School: Advanced Math and Science Academy Charter School

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School Principal: Mike Nawrocki

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Contact Person for the Medical Emergency Response Plan:

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Contact Person for the Behavioral Emergency Response Plan:

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**See attached Behavioral Emergency Response Plan 2024-2025 for protocols*

The Advanced Math and Science Academy Charter School (AMSA) has developed the Medical and Behavioral Emergency Response Plans in consultation with members of the school community, including the District Safety Committee, school nurses, athletic department, and local emergency responders. The purpose of the Plan is twofold: to reduce the incidence of life-threatening emergencies, and to promote efficient responses to such emergencies.

Safety Assessment

To prevent injuries and accidents on school property, the school district follows Occupational Safety and Health Administration (OSHA) guidance. Prior to the opening of the school each year, key school administrators and the facility management director conduct a safety assessment using the National Institute for Occupational Safety and Health (NIOSH) Safety Program Checklist for Schools.

Rapid Communication System:

AMSA has established a telephone system which links all parts of the school campus. Each phone has a dedicated landline that can dial 911 directly and the system will automatically notify essential personnel of the location of the phone being used to make the emergency call.

A Medical Emergency Telephone Procedure is posted by all school telephones (Attachment 1).

Cell phones and/or handheld transceivers (HT) are carried by all essential personnel to activate the appropriate emergency plan when outside of classrooms.

Channel 1: Administration

Channel 2: Physical Education (off campus site)

Channel 3: Nurses

Emergency Medical Service Response time

The Marlborough Fire Department has informed us their emergency medical service response time to reach locations on the school campus is 5-7 minutes.

Emergency Contacts and Telephone Numbers: In case of medical emergency, essential personnel will be contacted in the following order:

1. School Nurses, Ext 2475, 2473, 2409
2. Main Office Front Desk, Ext 2401 or 2400
3. Facilities Director Eric Lane, Ext 2429 (to Direct Ambulance)
4. Vice Principal, Ext 2416 or
Deans US Ext 2433, LS Ext 2489
5. District Safety Manager, Ext 2419
6. Principal, Ext 2410
7. Director of Operations, Ext 2470
8. Parent/Guardian - Health Information Sheet (HOIS) or PowerSchool

Emergency Medical Response Protocol Plan

The school's Medical Emergency Response Plan is posted in the main office, the school nurse's office, classrooms, cafeteria, and guidance office, with instructions on how to activate the local emergency medical services (EMS).

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

- Contact the school nurse and the main office.
- Escort an injured person who is ambulatory to the school nurse's office or notify the school nurse if the person cannot be moved.

Post-emergency Support

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

How Emergency Medical Service Personnel Are Directed to Respond

The school's medical response will proceed as follows:

- The nurse will assess the condition of the person(s) to determine the category of injury, illness, or condition:
- **Life-threatening:** 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, allergic reactions, asthma episodes, severe burns, major fractures, insect bites, seizures, cardiac arrest, chest pain, and/or cyanosis.

- **Non-life –threatening:** These are defined as any injury or illness that may affect the general health of a person (e.g., mild fever, stomachache, headache, small cuts). The school nurse will evaluate the incident and make decisions regarding further treatment. The school nurse may notify the parent/guardian and recommend follow-up medical evaluating or treatment.

When an injury, illness, or condition is determined to be serious, potentially life-threatening or disabling:

- Call EMS (911) using the internal phone line and provide the location of the injured or ill person and available rescue equipment.
- The 911 call will activate the internal emergency response, displaying the location of the call. In addition, administration will be notified via radio call (#1 channel by nurses).
- Designated school personnel will remain stationed at a specific location on campus to greet emergency responders upon arrival, providing updates on the situation. **EMS response time to the school is estimated at 5-7 minutes**, barring unforeseen delays.
- The nurse will notify the parent/guardian of the student or the emergency contact for faculty/staff and inform him or 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. Student parent/guardian contact information can be found in the nurses' electronic medical records (SNAP).
- Staff contact information can be found in the nurses' health office under Health Office Information Sheet (HOIS).
- The school nurse will contact the parents/guardians of students and emergency contact persons for faculty and staff if the student, faculty, or staff person has a medical emergency.

If the school 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 described above. 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. The school nurse will notify the involved student's parents or guardian.

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

- Standard Precautions must be followed at all times (Attachment 2)
- Avoid moving the ill or injured person unless there is some danger if left there.
- Remain with the person until assistance arrives and remain calm.
- Direct other staff to manage bystanders.

Incident Reports: Medical incident reports are completed by school nurse and school administrator when students or staff requires medical follow-up after an incident sustained on school property. (It is found on EMR SNAP.)

Procedure to Protect Children and Adults from Injury

Creating and maintaining clean, healthful, comfortable, and safe school facilities is no easy task, but it is a necessary and critical one. To the degree possible, schools should be sheltering, protective environments where risks of all kinds are minimized so that students and staff may concentrate on the

important task of education. Keeping schools sanitary, hazard-free, and secure not only reduces risk of illness and injury but also improves academic performance, enhances the social climate, and promotes school connectedness. (*Massachusetts School Health Manual Chapter 4*)

Nursing Staff: There are two full-time nurses on campus.

Security: Camera surveillance and remote door locking system in place.

Fire safety: Evacuation drills and regular safety inspections are conducted per Marlborough Fire Department regulations.

Cardiopulmonary Resuscitation (CPR) and First Aid Training

ASMA in conjunction with our certified AHA Instructor and/or our local EMS provider offers training each year for designated school staff in cardiopulmonary resuscitation (CPR-AED). The list of essential staff who are trained in first aid, CPR, and AED can be found in the Health Office.

Additional Training

At the beginning of the school year, the nurses teach all faculty and staff about Food Allergy Protocol/Use of Epi pen per DPH guidelines. AMSA currently holds a *Delegation Certificate of Registration Administration of Epinephrine with the Commonwealth of Massachusetts Department of Public Health*. This is in effect until September 2024. This certification is renewed annually and held in the Health Office.

Location of AEDs/Automated External Defibrillators:

There are six AEDs on campus, one located at each of the three school buildings at the reception area, and one in the health office. There are two portable AED held by the Athletic Director. The AEDs are readily accessible for campus-wide access during school hours, after-school activities, and public events held at the school.

A list of the school personnel who are trained in AED, building floor plans indicating where the AEDs are located, and a map of the school campus are kept in the Emergency Medical Response Plan and updated as necessary (Attachment 3). The school nurse is responsible for checking and documenting the status of the AEDs. The Athletic Director is responsible for doing the same for the AEDs assigned to him. AMSA contracts with “Life Support Systems” to check the AEDs status twice yearly.

There are emergency wheelchairs located under every AED in all four buildings, excluding the Athletic Office. Blood born pathogen kits are located on every floor in all three buildings and in both cafeterias.

AMSA will conduct a medical and behavioral emergency response drill in coordination with fire drills on an annual basis. The District Safety Manager will ensure that the Plan is reviewed after each drill and revised, if necessary, based on evaluation results to improve response effectiveness.



Medical Emergency Response Procedure

- 1. Call School Nurse
Ext 2475 or Ext 2473**
- 2. Call Main Office
Ext 2401**
- 3. If the person can walk, escort the injured person to the
Health Office**
- 4. If injured person is unable to be moved, remain with the
victim until medical assistance arrives.**
- 5. Call 911 directly on school phone system if the injured
person is not responsive, not breathing, or is experiencing
heavy bleeding.**

Poison Control: 1 (800) 222-1222
American Association of Poison Control Centers

AMSA Standard Precautions

Standard Precautions are thorough handwashing, 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 discharges, vomit, urine, or feces prevents the transmission/spread of disease and protects the caregiver. When handling the discharges from another person's body, always use these precautions.

Use of Standard Precautions removes the need-to-know which persons are infected with which germ in the school setting.

They are standard because they refer to steps that need to be taken in all cases.

They are precautions because they require foresight and planning and should be integrated into existing safety guidelines.

- **Cover any and all open cuts or broken skin. Gloves and Band-Aids are provided for staff to use as needed.**
- **Refer the individual to the school nurse when further assessment and care is needed and to document injury.**
- **Always wash hands after any contact with body fluids. This should be done immediately in order to avoid contaminating other surfaces or parts of the body.**

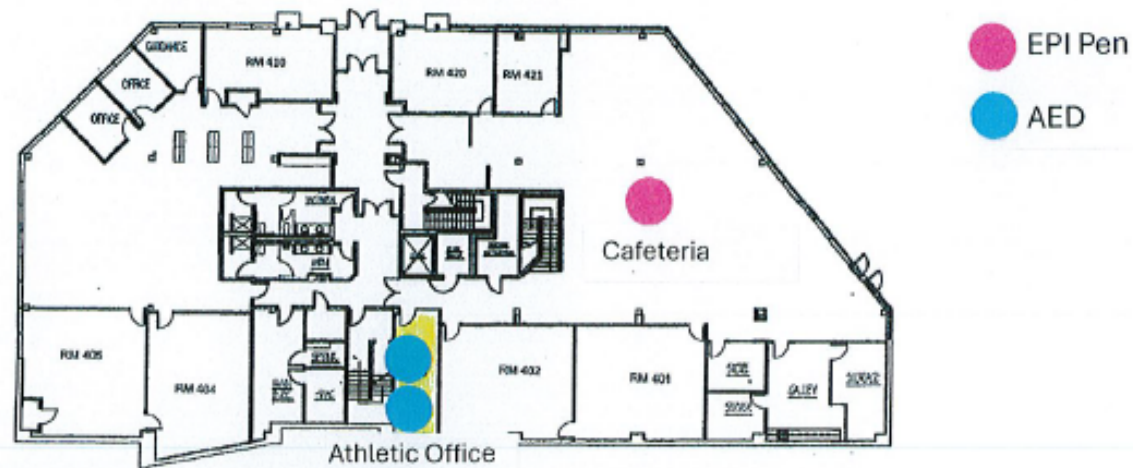
Treat human blood spills with caution. Call the office to send the custodian for cleanup of body fluids.

All classrooms are equipped with a First Aid Kit containing: gloves, bandages, tissues, and gauze pads.

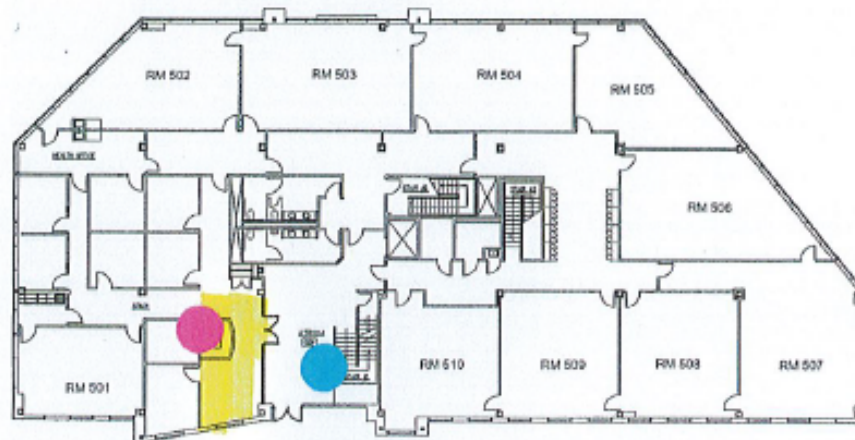
Each reception desk is equipped with a First Aid Kit, Blood Borne Pathogen Kit, EpiPen, AED, and Wheelchair.

There is a portable "*Go Bag*" containing a First Aid Kit for multiple injuries at the front desk in buildings 165, 199, and 201. There is an additional "*Go Bag*" for building 201 located in the Health Office.

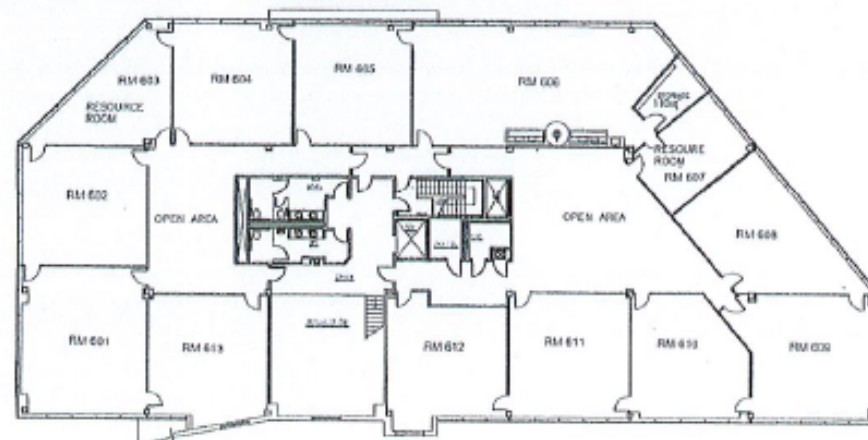
Upper School Building 199



First Floor Rooms 401 - 421

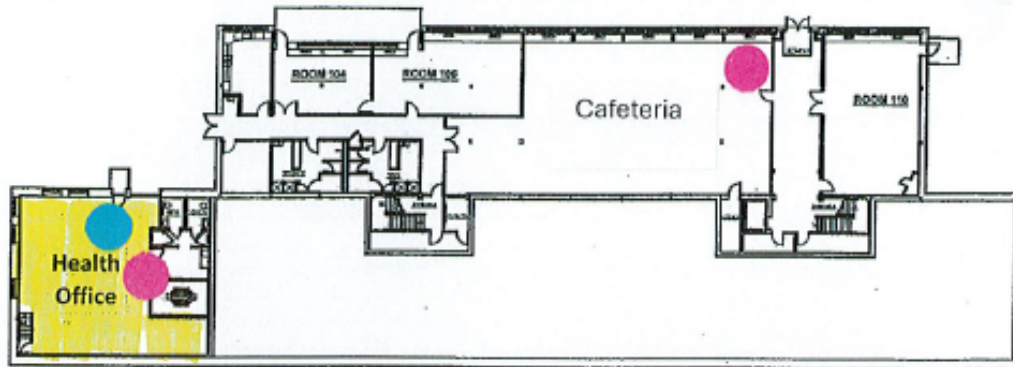


Second Floor Rooms 501 - 510

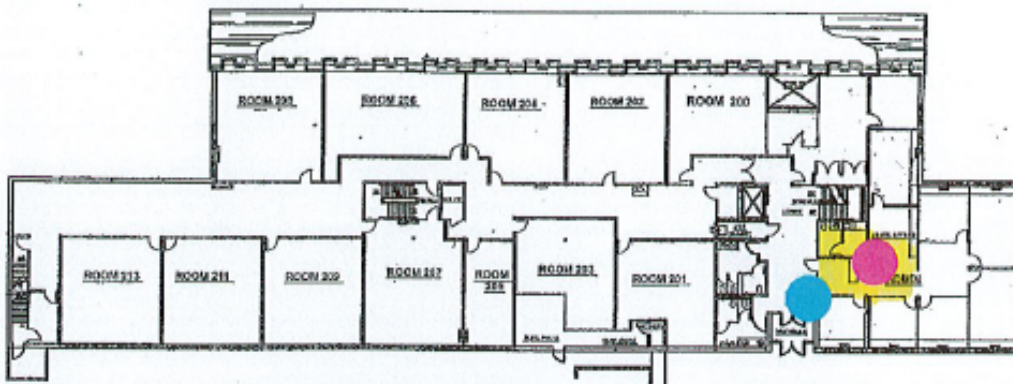


Third Floor Rooms 601 - 613

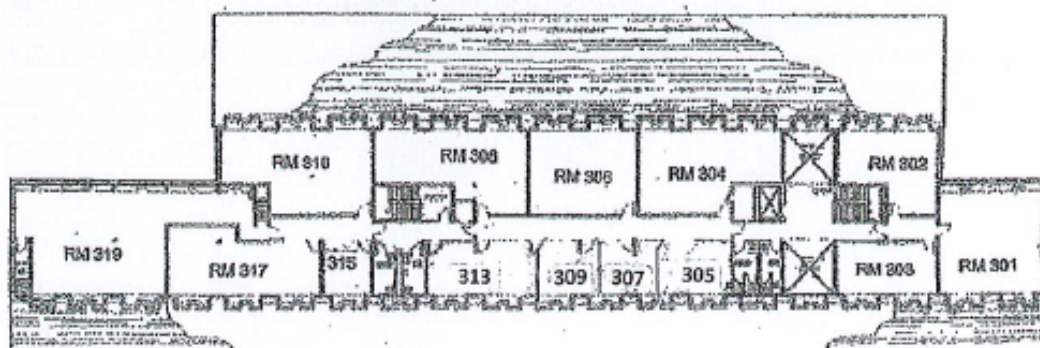
Lower School Building 201



First Floor Rooms 100 - 110



Second Floor Rooms 200 - 213



Third Floor Rooms 301 - 319

