

# **Medical Emergency Response Protocol**

## **Potential Medical Emergency Identified**



**Note the time**

**Check the scene for safety**

**Protect student from injury and initiate actions below**

### **❖ Call 9-1-1 immediately:**

- Make call from location of incident, if possible.
- Use speaker mode on phone, if possible.
- Be prepared to provide EMS Dispatcher with location name and address, and entrance door number nearest to the emergency situation.
- Don't hang up the phone until instructed to do so by the EMS Dispatcher.

### **❖ Immediately initiate the student's specific Emergency Care Plan (ECP)/Emergency Action Plan (EAP)**

- If no ECP/EAP on file, employ Basic First Aid/CPR/AED training.

### **❖ Notify front office of potential Medical Emergency.**

### **❖ Announcement ( OVER-HEAD; WALKIE-TALKIE)**

**“Attention Staff and Students: We are now going into Lock-in\* for a medical emergency in Room \_\_\_\_\_. MERT team please respond.”** (\*notice for all to stay in place)

### **❖ Available MERT members immediately carry out assigned tasks.**

- Take AED and any emergency medical supplies and medication to location.
- Inform Central Administration of Emergency.
- Contact parents; Provide regular updates; Meet in the parking lot when they arrive.
- Unlock the gate/door and direct traffic.
- Meet the ambulance; Guide to location of emergency. (If elevator needed to reach location of emergency, direct EMS to entrance door nearest the elevator.)
- Provide copy of the student emergency card/medical records to EMS.
- Control the scene; Clear the area by directing uninvolved persons to alternate location.
- Document situation and response on Emergency Response/Incident Report form.

### **❖ If student is unconscious but breathing:**

- Position on side, keep airway open, monitor breathing –
  - **If breathing stops or breathing becomes ineffective, start CPR and use AED as soon as it is available.**
- **Ensure that 9-1-1 has been called.**

### **❖ Conduct debriefing session of incident and response following each event.**

**When logical and possible, initiate actions simultaneously.**