MEDICAL EMERGENCY RESPONSE PLAN
2016-2017

Campus Name:_____

Address:_____

Telephone:_____

School Nurse:_____ Ph#:_____

Principal:_____ Ph#:_____

Medical Emergency Response Plan Objective:

The Medical Emergency Plan will provide basic guidelines and procedures to be followed in the event **a student or adult collapses.** All staff on the team must be CPR/First Aid/AED certified and trained to use an EpiPen for severe allergic reactions. Team members must be familiar with the plan and their individual responsibilities in the event of such an emergency.

COLLAPSES MAY BE CAUSED BY CARDIAC OR RESPIRATORY ARREST, CONTINUED SEIZURE/CONVULSION, EXCESSIVE BLEEDING, SEVERE TRAUMA, ETC.

The Medical Emergency Plan MUST be updated, reviewed, and revised annually

Code Name: MEDICAL EMERGENCY
Medical Emergency Plan

If a medical emergency is reported, dial 9-1-1 **IMMEDIATELY** and request an ambulance. Provide the following information:

- Number and location of victim(s)
- Nature of injury or illness
- Hazards involved
- Nearest entrance (emergency access point)

Alert, trained employees (members of the Medical Emergency Crisis Team) are to respond to the victim's location. Using the WHEELCHAIR, assigned staff is to bring the TRAUMA BAG, AED, PULSE OXIMETER, and OXYGEN TANK to the location of the victim. A NOTE PAD should be included for documentation of events. Student's Emergency Record should be made available for EMS if possible (located at the nurse's clinic).

_____
Principal's signature / Date

MEDICAL EMERGENCY CRISIS TEAM

Personnel Trained to Administer First Aid, CPR/AED & EpiPen:

Name/Title	Location	Ph#	CPR Yes or No

Locations of AED – Automated External Defibrillator(s):

1.
2.
3.

Procedures:

- Only trained responders should provide first aid assistance.
- Do not move the victim unless the victim's location is unsafe.
- Control access to the scene.
- Take "universal precautions" to prevent contact with body fluids and exposure to bloodborne pathogens.
- Meet the ambulance at the nearest entrance or emergency access point; direct them to victim(s).

Medical Emergency Response Team

Identify the OTHER members of the emergency crisis team and their duty or roles.

Member	Location	Ph# ext.	Member duty/role
			Call 911
			INITIATE CODE: MEDICAL EMERGENCY
			Notifications made (Parent, Administration, Health Services)
			Emergency Crisis Team Assembled
			AED at site
			Student/Staff Emergency Information
			Crowd Control
			Direct EMS to location
			Observer/Time Keeper

Member duty/role responsible for:

- **Call 911** = Places 911 call or ensures 911 has been called.
- **Initiate Code "Medical Emergency"** = Calls a Medical Emergency over the intercom/walkie-talkie or ensures the code has been called.
- **Notifications made** = Contacts and reports incident to Parent, Administration and Health Services or ensures contact has been made.
- **Emergency Crisis Team** = Ensures the entire crisis team has responded.
- **AED** = Brings AED to site or ensures AED was brought to sight.
- **Student/Staff Emergency Information** = Provides Emergency personnel with Emergency information on victim or ensures the information was provided.
- **Crowd Control** = Removes all staff/student or persons not associated with the emergency from the incident area.
- **Directs EMS to location** = Waits for EMS to arrive and directs them to the emergency location.
- **Observer/Time Keeper** = Records the event time begun/ended and anything nurse dictates.