

Plymouth School District

Responsibilities of Personnel during a CODE BLUE

All Staff Members

- When uncomfortable with a change in the condition of a student, staff member, visitor or yourself, notify the office, ask them to call a Code Blue and give your exact location.
- If you find a student, staff member or visitor unresponsive, injured or noticeably ill, notify the office, ask them to call a Code Blue and give the exact location.

You can contact the office in one of two ways: Dial the office extension or dial O for operator.

- You may be asked to help supervise another classroom of students if a neighboring staff member is part of the Code Blue response team.
- If the emergency is in your classroom, have your students to go to a neighboring classroom until the Code Blue ends.

Code Blue Team Members

- Report immediately to the area of crisis.
- The first team member to arrive at the scene is in charge until the school nurse, rescue personnel or another team member takes over. The first on the scene will assess the scene and victim(s) and begin care. As soon as possible determine if 911 needs to be called.
- Team members should take a Code Blue Kit and the Automated External Defibrillator (AED) to the scene if they are passing one on the way to the scene or if they are nearby.
- A team member should check the IHP Binder (brought by office staff with a Code Blue Kit) to see if there is an Emergency Action Plan for a student who is down. Follow the plan instructions if the student does have a plan.
- If the victim is a student with emergency medications in the health room or their locker or backpack, send a team member to retrieve their EpiPen, Glucagon, inhaler, Diastat or other medication, if possible.
- Follow the guidelines located in the Code Blue Kit for emergencies related to Seizures (Diastat), Anaphylactic Reactions (EpiPen), Low Blood Glucose Emergencies (Glucagon) or asthma.
- Team members not providing direct care to the victim(s) will cover all building entrances to ensure rescue personnel are directed to the appropriate door. When waiting for the ambulance, stand well away from the building so the rescuers can see you.
- Team members will document what is happening on the Code Blue Team Notes form. Use the Seizure Observation Record if the victim is having a seizure. Record victim(s) condition, care being given, arrivals of rescue personnel, the times things are occurring and other relevant information. Forms and writing utensils are in the Code Blue Kit.
- A team member, most likely an administrator, who is not directly caring for the victim can direct other team members in assignments and tasks at the scene. They may release team members if they are not needed. At least four team members should remain with the victim until the Code Blue situation is resolved.
- Assure that a Code Blue Emergency Response Team Report has been completed after the incident. A copy goes to the nurse, building principal and district superintendant.
- Meet afterwards as a team to debrief and assess the response and outcome.
- Call the district nurse for the building if she was not present for the Code Blue incident.

*** Remember that cell phones must be at least 6 feet from an operating AED.**

Office Staff

- Clearly understand who is placing the emergency call, where the emergency is and if 911 has been called. Be prepared to call 911 when/if directed to do so by a Code Blue Team Member at the scene.
- Make an all school announcement of Code Blue, giving the exact location. Repeat.
- Office staff will automatically send the office Code Blue Kit and IHPs Binder (students with health conditions) to the scene ensuring that at least one kit will be on site.
- Office staff will send someone to the AED to make sure that it has been taken to the scene.
- Call family and notify them of the emergency. Be calm and reassure that trained staff members are responding appropriately to the situation. Remember that contacting emergency medical personnel takes priority over family notification.
- A cell phone or 2-way radio could be sent to the scene to enhance communication, if available.
- Be prepared to make an announcement that students should stay in their classrooms if the bell is about to ring.
- Keep an outside phone line available should additional phone calls need to be made to ambulance, police, med flight, etc.
- Make the “All Clear” announcement when the ambulance has left and Code Blue Team members tell you it is now clear.