

Plymouth Joint School District
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Plymouth, Wisconsin 53073

Telephone (920) 892-2661



Medical Emergency Response Alert Procedure

The Medical Emergency Response Alert Procedure (formally known as Code Blue) has been developed to address severe injury or illness experienced by a student, staff member or visitor in any Plymouth public school. Anytime the health status of an individual changes suddenly and they require additional medical support, a Medical Emergency Response Alert may be called. A Medical Emergency Response Alert should be called for any life threatening illness or injury such as respiratory arrest, cardiac arrest, drowning, severe bleeding, anaphylactic reaction, burns or neck injury, for example.

In the event of such an occurrence, an adult at the scene should use the nearest phone or intercom to contact the office and state the following:

“Medical Emergency in [location]” (repeat)

State the victim’s name, location, a brief description of the emergency, and if 911 will be called from the scene. The secretary will announce a Medical Emergency Response Alert over the PA system, with the location, throughout the entire building and repeat the message once.

“This is a Medical Emergency Response Alert.

There is a Medical Emergency in [location]” (repeat)

If responders at the scene know immediately that 911 should be called, they can ask the secretary to call 911 right away. The secretary can patch a 3-way call through between 911, the office, and location. If 911 is called later from the scene, make sure that the secretary is aware that the call was made.

Students are to vacate the halls. Teachers will need to account for each student and ensure supervision. Teachers and staff should assure that halls remain clear of students during the Medical Emergency Alert.

Medical Emergency Response Team (MERT) members will report immediately to the area of crisis. A MERT member will check to make sure an AED, First Aid Kit and the pink Student Health Plan (IHP) Binder is taken to the scene. Team members’ classes will be covered by a teacher from an adjacent room, whoever is available to cover or by a prearranged person. Students in the area of the incident should be escorted to another location as soon as possible.

The first MERT member to arrive at the scene is in charge until another team member, school nurse, physician, or rescue personnel relieve him or her. At the scene, a team member may take control over delegating tasks to other team members. This could be an administrative staff member. Other team members and the nurse (if present) will attend to the victim. The team member in charge may discharge some team members if the situation warrants, but at least four people should remain. Rescue personnel will be directed to the entrance nearest the incident site. An individual should be posted at that door to assist the paramedics to the proper location or to the elevator, if necessary.

All students will remain in their classrooms until the Medical Emergency Response Alert is over. This allows for passing of emergency medical personnel as needed. A MERT member will notify the office staff when the crisis is over and the halls are clear of the victim and responders. An announcement will be made over the PA announcing:

“All clear, Medical Emergency Response Alert” (repeat).

The school day will then resume as scheduled. If the emergency occurs just prior to the end of the day, students will not be dismissed until the emergency is over. If necessary, the office personnel will notify the bus company to hold buses to keep the area clear.

Team members should have a post-incident meeting. Members should review the notes taken during the incident and add missing times, interventions and the victim’s response and add names of pertinent participants and witnesses to the incident and the arrival of EMTs, parents, etc. These notes will assist in completing the Medical Emergency Response Team Report. If a district nurse is present for the incident, they will complete the report, but otherwise another team member must be assigned to complete it. The Medical Emergency Response Team Report should be completed immediately after the incident and a copy sent to the school nurse, school principal, and district superintendent. An Incident/Accident Report should also be completed and submitted to the building secretary.

Blank copies of the Medical Emergency Response Team Notes may be found in the First Aid Kits. The Medical Emergency Response Report is listed on the District website under Staff/Health Resources/Forms for Staff. In this location you can also find the following forms: Accident/Incident Report, Blood Borne Pathogen Report, Head Injury Report, and Seizure Observation Record.