

Plymouth School District

Responsibilities of Personnel during a

MEDICAL EMERGENCY RESPONSE ALERT

All Staff Members

- When uncomfortable with the condition of a student, staff member, visitor or yourself, ask the office to announce a Medical Emergency Response Alert, giving the exact location and brief description of the situation.
- You can contact the office by calling the office extension or dialing “0” for the office.
- You may be asked to help supervise another classroom of students if a neighboring staff member is part of the Medical Emergency Response Team (MERT).
- If the emergency is in your classroom, have your students to go to a neighboring classroom until the “all clear” is called.

Medical Emergency Response Team (MERT) 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. If needed, call 911 from the scene.
- Team members should take a First Aid Kit and the Automated External Defibrillator (AED) to the scene.
- A team member should check the pink IHP Binder to see if there is a Health Plan for the victim and follow plan’s instructions. If a computer with Skyward is available, the Health Plan can be found there as well.
- If the victim is a student with emergency medication in the health room or their locker or backpack, send a team member to retrieve the EpiPen, Glucagon, inhaler, Diastat or other medication, if possible.
- Follow the guidelines located in the First Aid 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 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 MERT Notes found in the First Aid Kit. Record victim condition, care being given, arrivals of rescue personnel, the times things are occurring and other relevant information.
- 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 Medical Emergency situation is resolved.
- Assure that a MERT Report has been completed after the incident. A copy goes to the nurse, building principal and district superintendent.
- Meet afterwards as a team to debrief and assess the response and outcome.
- Call the district nurse for the building if not present for the Medical Emergency Response.

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 MERT Member at the scene.

-Make an all school announcement of Medical Emergency Response Alert, giving the exact location. Repeat.

 This is a Medical Emergency Response Alert

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

-Office staff will automatically send the office First Aid Kit and pink Health Plan 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 (defibrillator) to make sure that it has been taken to the scene.

-Call family and notify them of the emergency, if not done from the scene. 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 MERT members tell you it is now clear.

 The Medical Emergency Response has ended.

 All Clear- Medical Emergency Response (repeat)