



Plymouth School District Staff Responsibilities during a MEDICAL EMERGENCY

All Staff Members

- If uncomfortable with the health condition of a student, staff member or visitor, ask the office to announce a Medical Emergency, giving the location and brief description of the situation.
- You can contact the office by calling the office extension or dialing 0.
- 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 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 to the level you are able.
- Determine if 911 needs to be called. If needed, call 911 from the scene.
- Take a First Aid Kit, Automated External Defibrillator (AED) and pink individual health plan (IHP) binder to the scene.
- Check the IHP Binder to see if there is a Health Plan for the victim and follow the plan's instructions. If a computer with Skyward is available, the Health Plan can be found there as well under *IHP.
- If the victim is a student with emergency medication, 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.
- 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. Question witnesses and bystanders to gain more insight into what occurred.
- A team member 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.
- 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.

Office Staff

- Notate 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 a Medical Emergency, giving the exact location.
- Ensure the First Aid Kit, AED and IHP Binder was sent to the scene.
- Call the district office at Ext. 1005 and let them know all clear at other schools if this emergency does not involve other buildings.
- Call family and notify them of the emergency, if not already done. Reassure that trained staff members are responding appropriately to the situation.
- Send a cell phone or 2-way radio to the scene to enhance communication, if available.
- Be prepared to make further announcements as necessary (if the bell will ring to remind students to remain in their classroom, for example).
- Call the bus company if buses need to be held.
- 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.